

Prentice School District
DIRECT DEPOSIT SIGN-UP FORM
EMPLOYEE AUTHORIZATION AGREEMENT FOR
AUTOMATIC DEPOSIT OF PAYROLL CHECKS

I hereby authorize **Prentice School District** to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) and my financial institution(s) indicated on the Employee Service Portal to credit and/or debit the same to such account(s). I desire my full net pay to be direct deposited to my financial institution account(s).

I wish to enter into direct deposit with Prentice School District, by signing, dating and providing bank information on the Employee Service Portal. This authority is to remain in full force and affect until Prentice School District has received written or electronic notification from me of its termination in such time and manner as to allow Prentice School District and my financial institution a reasonable opportunity to act upon my termination from direct deposit. An updated Prentice School District Direct Deposit Sign-Up Form with a more current voided personal check or other proof of financial information attached or an electronic communication via the Employee Service Portal will supersede the previous information on file.

Employee Signature: _____ Date: _____

Print Employee Name: _____

*****Return completed form to Prentice Main Office*****