

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 indicated below and my financial institution indicated below to credit and/or debit the same to such account. I desire my full net pay to be direct deposited to my financial institution account. I am providing the following:

* Employee name: (Please print full name)	
* Name and address of financial institution:	
* Transit routing number: (usually 9 digits)	
* Type of depositor account: (indicate Checking or Savings— full net pay must go into one of these—circle one)	Checking / Savings
* Account number: (include sub-account number, if applicable)	

* I have provided a VOIDED CHECK from my current supply of personal checks that I presently use. My VOIDED personal check is attached to this form. I wish to enter into direct deposit with Prentice School District, by signing, dating and attaching bank information.

This authority is to remain in full force and affect until Prentice School District has received written 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 attached will supersede the previous information on file.

Employee Signature: _____ Date: _____

Return completed form with VOIDED PERSONAL CHECK to Prentice Main Office