

Intermediate School District #917
PAYROLL DIRECT DEPOSIT AUTHORIZATION
(See Instructions on Back Side of this Form)

- New to direct deposit program
 Add/change/delete existing direct deposit
 Stop all direct deposit effective _____

Employee Number:	Employee Name (Last, First MI):
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Action	Priority # (eg. 0, 1, 2)	Account type *	Bank transit routing number * (9 digits)	Account number * (up to 17 characters)	(Fill in a % or \$ amount)
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ -----	_____ -----	Percent of net pay _____ % Dollar Amount \$ _____
Effective Date:		Financial Institution (name, city, state):			

Action	Priority # (eg. 0, 1, 2)	Account type *	Bank transit routing number * (9 digits)	Account number * (up to 17 characters)	(Fill in a % or \$ amount)
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	_____ -----	_____ -----	Percent of net pay _____ % Dollar Amount \$ _____
Effective Date:		Financial Institution (name, city, state):			

IF YOU HAVE SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK OR COPY OF A CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH A DEPOSIT SLIP TO THIS FORM. (NOTE: DO NOT ATTACH THE DEPOSIT SLIP IF IT DOES NOT HAVE PRE-PRINTED BANK TRANSIT ROUTING NUMBER AND ACCOUNT NUMBER.)

***District ISD 917 allows a maximum of two (2) direct deposit accounts.** Adding a new direct deposit or changing account type, bank transit routing number or account number requires a prenote to be sent to the bank before the add or change becomes effective. The pre-note process sends to your bank your account type and account numbers without any money to assure the accuracy of the information. Your direct deposit should be effective in 2 pay periods after you submit this form to the payroll office. You will receive a check until the prenoting process is complete.

I authorize Intermediate School District #917 and my financial institutions indicated above to initiate electronic direct deposits of the amounts I designated and if necessary, to reverse any entries made in error to my account. I understand that this authorization will cause any previously authorized direct deposits to financial institutions to be discontinued.

Remarks – Any time you change your direct deposits, you must make your changes clear to the payroll office staff who will be process your changes. Use this space to describe what is changing and what is staying the same. This will help make your changes turn out the way you expect.

Employee Signature:	Date:
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Send this form to the payroll office.
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Instructions for Payroll Direct Deposit Authorization

Boxes in the upper right-hand corner of form: Check the applicable box. To delete all direct deposits, check the delete box and sign and date the form.

Priority number: Indicate which direct deposit account should receive funds first, second, or third.

Account type: If you have accounts other than checking or savings (such as loan), ask your financial institute which type of account to select.

Bank transit routing number and account number: If you are not sure what these numbers are, contact your financial institution. Credit Unions may not have the correct bank transit routing number and account number needed for direct deposit printed on their checks. If applying for direct deposit to a credit union, contact the credit union for the numbers and for the type of account to select.

Percent of net pay of dollar amount: Each direct deposit must have a percent of net pay or a dollar amount.