

## CENTRAL COMMUNITY UNIT SCHOOL DIST. #3 DIRECT DEPOSIT AUTHORIZATION

I hereby authorize Central Community Unit School Dist. #3, to initiate credit entries via ACH to my checking account and/or savings account indicated below and the depository financial institution named below to credit the same to such account. One account may be a set amount and the remaining balance will be deposited into my second account or I may choose to have one deposit account only.

In the event a substantial error is made to my account I will be notified immediately. I hereby authorize Central Community Unit School Dist. #3 to initiate a debit entry in the event of a substantial error as agreed between employee and district bookkeeper at time of notification. This authority is to remain in full force and effect until Central Community Unit School Dist. #3 has received written notification of its termination in such time and in such manner as to afford Central Community Unit School Dist. #3 and the Depository Financial Institution a reasonable opportunity to act on it. I acknowledge that the origination of ACH transactions to my account and/or accounts must comply with the provisions of U.S. law.

Pay stubs will be distributed by Central Community Unit School Dist. #3.

**Employee Name** (print) \_\_\_\_\_

**Please print legibly and include a voided deposit slip.**

<i>Account #1:</i>			
<b>Select One:</b>	Checking	Savings	Amount to be deposited: \$ _____
<b>Depository Financial Institution Name</b> _____			
<b>Address</b> _____			
<b>City</b> _____	<b>State</b> _____	<b>Zip Code</b> _____	
<b>Bank Routing Number</b> _____			
<b>Account Number</b> _____			
<b>Signed</b> _____			<b>Date</b> _____

<i>Account #2:</i>			
<b>Select One:</b>	Checking	Savings	Amount to be deposited: \$ _____
<b>Depository Financial Institution Name</b> _____			
<b>Address</b> _____			
<b>City</b> _____	<b>State</b> _____	<b>Zip Code</b> _____	
<b>Bank Routing Number</b> _____			
<b>Account Number</b> _____			
<b>Signed</b> _____			<b>Date</b> _____