

AUTHORIZATION FOR DIRECT DEPOSIT

Very Important: If you add a direct deposit or make a change to your direct deposit your check will not be direct deposited the first month after that add or change. The bank will first do a test run to verify your bank account and **this check will be sent to the school**. The next month following that test, your check will be direct deposited **Always look at your check and make sure that it has been direct deposited.**

_____ **Signature** _____ **last four # of s.s** _____ **date**

I, _____, hereby authorize and instruct the amount of each of my payroll payments directly into my checking or savings account indicated below in the amounts indicated below in the deposit Instructions and to make any such withdrawals directly from my account as are necessary to correct any incorrect deposit by the company under this Authorization.

I further hereby authorize and instruct the financial institution named below to accept such automatic deposits to or withdrawals from my account by the company and to cause my account to be automatically credited or debited in the amount of such deposits or withdrawals by the company without any responsibility for the correctness of any such deposits or withdrawal.

Bank Name _____

(WE CAN ONLY DEPOSIT INTO YOUR CHECKING OR SAVINGS ACCOUNT NOT BOTH)

_____ Deposit to my **checking account#** _____

_____ Deposit to my **savings account #** _____

PLEASE ATTACH A VOIDED CHECK!!!!!!

I hereby understand that I can cancel this agreement at any time. To cancel I must contact my payroll department.

NAME: _____ SIGNATURE _____

(PLEASE PRINT)