

DIRECT DEPOSIT IS MANDATORY

**WARREN COUNTY R-III SCHOOL DISTRICT
AUTHORIZATION FOR DIRECT DEPOSIT**

I hereby authorize Warren County R-III School to initiate credit entries, and if necessary, debit entries and adjustments for any credit entry made in error to my account indicated below and the financial institution named below to credit/debit the same to such account. I acknowledge that the origination to my account must comply with the provisions of U.S. Law. This authority will remain in effect until I have canceled it in writing.

First Account

Financial Institution _____ _____ Checking _____ Savings
Routing Number _____ _____ Deposit Entire Check
Account Number _____ _____ Deposit Amount (if multiple accounts)

Second Account

Financial Institution _____ _____ Checking _____ Savings
Routing Number _____ _____ Deposit Entire Check
Account Number _____ _____ Deposit Amount (if multiple accounts)

- _____ This is a new enrollment
_____ This is an additional account
_____ This is a change in account and/or financial institution.
(If this is a change of account and/or bank, **do not close your account** at your financial institution until you are certain funds have been directed to your new account.)

The payroll office must have this information by the 1st of the month in order for any changes in account number or bank to be effective that pay period. Be sure to verify your first direct deposit pay stub for accuracy. You may logon to the portal to view/print check stubs. This will indicate your check amount, deductions, and all year-to-date totals.

This authorization will take effect after a bank acknowledgement has been accepted.

NOTE: Your first pay may be a live check

Print Name

Signature

Date

ATTACH VOIDED CHECK(S) HERE

No Deposit Slips

For Savings have bank verify routing number