

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT PAYROLL

I hereby authorize the MIDDLETOWN CITY SCHOOL DISTRICT hereinafter called DISTRICT to initiate electronic entries to my banking account (s) indicated below and the financial institutions named below to credit and/or debit the same to such account (s).

NAME _____ SSN _____

All employees who are on direct deposit will now have the option of receiving verification of their direct deposit by email instead of a paper copy. The email notification does not contain any account numbers or social security numbers. You can have this email notification sent to any email address. Employees must notify the Payroll Office of any email address changes. To receive email notification please enter your email address. _____

(PLEASE ATTACH A VOIDED CHECK)

CHECKING ACCOUNTS

Financial Institution	_____	Financial Institution	_____
City, State	_____	City, State	_____
Routing/Transit Number	_____	Routing/Transit Number	_____
Account Number	_____	Account Number	_____
Percent Amount	_____	Percent Amount	_____
(OR)	_____	(OR)	_____
Dollar Amount	_____	Dollar Amount	_____
		(OR)	_____
		Remainder of Pay	_____

SAVINGS ACCOUNTS

Financial Institution	_____	Financial Institution	_____
City, State	_____	City, State	_____
Routing/Transit Number	_____	Routing/Transit Number	_____
Account Number	_____	Account Number	_____
Percent Amount	_____	Percent Amount	_____
(OR)	_____	(OR)	_____
Dollar Amount	_____	Dollar Amount	_____
(OR)	_____	(OR)	_____
Remainder of Pay	_____	Remainder of Pay	_____

This authority is to remain in full force and effect until the DISTRICT has received written notification of its termination in such time and in such manner as to afford the DISTRICT and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

SIGNATURE _____ DATE _____

NOTE: Without a voided check you will receive a paycheck on the first pay date following the receipt of this form by the payroll office. Your information will be sent as a "pre-note" to your bank for verification of your numbers. Your pay will be direct deposited into the above account (s) on the next pay date.