

PLEASE COMPLETE & RETURN THIS FORM TO GAYLE AT THE ADMIN. CENTER

DIRECT DEPOSIT AUTHORIZATION - REQUIRED for all new personnel of Central DeWitt CSD

*If you want part of your pay deposited into one account and part of your pay deposited into another, you MUST have a DOLLAR AMOUNT for one of the accounts. The remaining balance will then default to the other account by writing "Balance" in the dollar amount field.

Primary Account Information

Account type (circle one): Checking OR Savings
Financial Institution Name: _____
Routing/ABA Number: _____
Account Number: _____
Dollar Amount to be deposited into this account, OR
If you want the entire check deposited here, write "Balance": _____

(Optional) Secondary Account Information

Account type (circle one): Checking OR Savings
Financial Institution Name: _____
Routing/ABA Number: _____
Account Number: _____
Dollar Amount to be deposited into this account, OR
If you want the entire check deposited here, write "Balance": _____

(Optional) Tertiary Account Information

Account type (circle one): Checking OR Savings
Financial Institution Name: _____
Routing/ABA Number: _____
Account Number: _____
Dollar Amount to be deposited into this account, OR
If you want the entire check deposited here, write "Balance": _____

INFORMATION ABOUT YOU

NOTE: Direct Deposit Stubs will be e-mailed to the address you supply us below.

Name: _____

Phone Number: _____

E-Mail Address: _____

Social Security #: _____

Position with our District: _____

I authorize Central DeWitt CSD to automatically deposit my net pay to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it. I understand that rewrite of paychecks will not be possible with Direct Deposit and any adjustments will take place the following pay period.

Signature: _____

Date: _____

——▶ **Staple voided check here so we can verify the routing number and account number for accuracy. Not valid without voided check. If voided check not available, then attach document from your financial institution on their official letterhead that displays their routing number and your account number.**