

# Direct Deposit



Employee Name (Please Print): \_\_\_\_\_

## Authorization Agreement

I hereby authorize Brillion Public Schools to initiate automatic deposits to my account at the financial institution named below. I also authorize Brillion Public Schools to make withdrawals from this account in the event that a credit entry is made in error.

I agree not to hold Brillion Public Schools responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until I submit a new direct deposit form to the District Bookkeeper.

Please note that if you have more than one account at a bank (i.e. checking, savings, Christmas club, etc.) and you wish to have set amounts deposited into those accounts, you need to contact your bank directly and complete a payroll deduction card; *this is not done by the school.*

## Account Information

**Step 1 - Complete the following for the account you would like your net check to be deposited:**

Name of Financial Institution: \_\_\_\_\_

Financial Institution

City/State/Zip Code

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

**You must attach a VOID check if depositing into a checking account.**

**Step 2 - If you wish to have a set dollar amount (cannot be %) deduction go to a different bank than your net check is going to, complete the information below:**

Name of Financial Institution: \_\_\_\_\_

Financial Institution

City/State/Zip Code

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking

Savings

Amount: \_\_\_\_\_

## Signature

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_