

**PAYROLL DIRECT DEPOSIT**  
**AUTHORIZATION FORM**

For Office Use Only:  
Employee # \_\_\_\_\_  
Prenote Date \_\_\_\_\_  
Payroll Date \_\_\_\_\_

Banking Institution: \_\_\_\_\_

Action requested:    Begin deposit    Change Bank    Change Acct#  
Deposit to:            Checking            Savings

I hereby authorize the above payroll direct deposit directions.

\_\_\_\_\_  
Employee Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
School

**PLEASE ATTACH A VOIDED CHECK**

Please send this form to Payroll at the Central Office for processing. Direct deposit normally takes 2 to 3 pay periods to start. Please notify payroll in writing if you want to stop deposits until your new direct deposit takes effect. Be sure to leave your old account open until the new direct deposit goes into effect.