Employee Direct Deposit Enrollment Form

To enroll in Direct Deposit please complete this form and submit to Payroll. Attach a voided check or letter of account verification for each account. Below is a sample check showing the location of the routing number and account number.

Memo _____   _____

I: 0123456781: 123456789" 0101

Transit/Routing #   Checking Account #

Check #
(this number matches the number in the upper right corner of the check – not needed for sign-up)

<u>**IMPORTANT! Please read before completing and submitting**</u>

I hereby authorize Hawthorn School District 73 to directly deposit my wages in the bank account(s) listed below in the percentages specified. (If two accounts are designated, deposits are to be made in whole percentages of pay to total 100%.) I have attached a voided personalized check (checking accounts) or letter of account verification for each account specified below. No more than three accounts may be designated.

This authorization is to remain in force until the Hawthorn School District 73 has received written authorization from me of its termination or change. Also, I hereby grant Hawthorn School District 73 the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.

Employee Name _____ **(please print)**

Employee Signature _____   Date _____

<u>Account Information</u>

<mark>**Important to indicate what type of account, along with the amount to be deposit if more than one bank is selected.**</mark>

1**. Bank Name/City/State:** _____

Routing Transit #: __ __ __ __ __ __ __ __   **Account Number :** _____
☐Checking ☐ Savings   ☐I wish to deposit: $ _____.____   OR ☐Entire Net Amount   ☐Delete Direct Deposit

2. **Bank Name/City/State:** _____

Routing Transit #: __ __ __ __ __ __ __ __   **Account Number**: _____
☐Checking ☐ Savings   ☐I wish to deposit: $ _____.____   OR ☐Entire Net Amount   ☐Delete Direct Deposit

3. **Bank Name/City/State:** _____

Routing Transit #: __ __ __ __ __ __ __ __   **Account Number**: _____
☐Checking ☐ Savings   ☐I wish to deposit: $ _____.____   OR ☐Entire Net Amount   ☐Delete Direct Deposit