

DIRECT DEPOSIT ENROLLMENT/CHANGE FORM

1. If you want your net pay deposited to a single account, complete **Section #1** below.
2. If you want to have a flat dollar amount of your Gross Pay deducted and sent to one account, then your net pay sent to another account, complete both **Sections #1 and #2** below.
3. Carefully fill out the Direct Deposit Authorization Agreement. Verify your routing number and account number with your financial institution. These must be correct for your deposit(s) to reach the proper place and the proper account. Be sure to fill in your bank's name, your bank's ABA Routing number, the type of account you are depositing to and your account number. If you need help locating these numbers, contact Carrie in the Business Office.
4. Sign and date the authorization form and send it to the Business Office.

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

SECTION 1

This is my authorization for The Attica Consolidated School Corporation to automatically credit my:

_____ Checking Account – Number _____

OR

_____ Savings Account – Number _____

At _____ BANK

ABA Routing # _____, for the net amount of my pay.

SECTION 2

This is my authorization for The Attica Consolidated School Corporation to automatically credit my

_____ Checking Account – Number _____

OR

_____ Savings Account – Number _____

At _____ BANK

ABA Routing # _____, in the amount of \$ _____ of my gross pay.

I understand that this authorization will be in effect unless I notify the Business Office otherwise. I also understand that if corrections in the credit amount are necessary, it may involve an adjustment (credit or debit) to my account.

(Employee Signature)

(Date)