

# DIRECT DEPOSIT AUTHORIZATION

**Must Check One:**     new authorization

**change of authorization** (Your current authorization will be discontinued with the next payroll and you will receive a paper check. The second and subsequent payrolls will be processed via direct deposit)

**Must Check One:**     **CHECKING**                       **SAVINGS**

## READ THE FOLLOWING INFORMATION CAREFULLY BEFORE YOU SIGN THIS FORM

I understand that this agreement will remain in effect until I have filed a new authorization or have terminated my employment with the Eaton School District, or my financial institution has notified the Eaton School District of its termination of this arrangement.

I understand that if funds to which I am not entitled are deposited in my account, I authorize the Eaton School District to direct the banking institution to return said funds.

I understand that the Eaton School District shall not be held responsible for any loss of deposit standing in my name in any banking institution. I further understand that the Eaton School District shall not be held responsible for any changes in rulings or regulations of any financial institution.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**YOU MUST NOTIFY THE DISTRICT OFFICE OF ANY BANKING CHANGES TWO WEEKS IN ADVANCE OF THE PAYROLL DATE.** Failure to do so will delay your payroll.

NOTE: After we receive this form from you, we will process a pre-notification file to your financial institution to verify the appropriate information. ***Therefore, your first payroll will be a paper check.*** The second and subsequent payrolls will be processed via direct deposit and you will receive a direct deposit notice with the details of your payroll. The completed *Direct Deposit Authorization* form must be received by the payroll department by the 15th of the month to start the process for the following month's payroll.

**PLEASE ATTACH A VOIDED CHECK  
(NOT A DEPOSIT SLIP OR A COUNTER DEPOSIT SLIP FROM YOUR BANK)**