

DIRECT DEPOSIT AUTHORIZATION

This authorization form is used for direct deposit of payroll. Employees requesting direct deposit must complete and sign the authorization form which the payroll department keeps on file. Employees must include a voided check ( or a copy) from their bank account to verify information on the authorization form. Employees may split their deposit into three different institutions. If an employee wants to split their deposit within an institution, s/he must go to that bank and complete the proper forms to create the split. Changing financial institutions requires a two (2) pay lead time. (we must pre-note one pay then start deposit next pay)

AUTHORIZATION AGREEMENT, FOR DIRECT DEPOSIT (ACH CREDITS)

EMPLOYER NAME Shelby City Schools

I hereby authorize my EMPLOYER (named above) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account or accounts listed below.

FINANCIAL INSTITUTION NAME      \*TRANSIT/ABA #      ACCOUNT #      TYPE of ACCOUNT  
1. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_chk. \_\_\_sav.

LOCATION: \_\_\_\_\_ \*\*% \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

FINANCIAL INSTITUTION NAME      \*TRANSIT/ABA #      ACCOUNT #      TYPE of ACCOUNT  
2. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_chk. \_\_\_sav.

LOCATION: \_\_\_\_\_ \*\*% \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

FINANCIAL INSTITUTION NAME      \*TRANSIT/ABA #      ACCOUNT #      TYPE of ACCOUNT  
3. \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_chk. \_\_\_sav.

LOCATION: \_\_\_\_\_ \*\*% \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

\*\*\*(choose one or the other)

The authority is to remain in full force until EMPLOYER has received written notification from me of its termination, in such timely manner as to afford the EMPLOYER and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

NAME: \_\_\_\_\_ (if joint account list both)

SIGNATURE: \_\_\_\_\_ S.S. NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ S.S. NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

- \* "TRANSIT/ABA #" - Nine digit number that appears on the bottom of a check or deposit slip.
- \*\* This is where you designate either a percentage of pay or fixed amount - cannot be a combination of both.
- \*\*\* A) If only one institution is chosen that would be for 100%.  
B) If choosing more than one institution the last choice must be for "remainder" - An example would be if you want a specific "\$" amount going to one or two institutions the last choice must be "remainder".

For checking, please attach a voided check to this form. (or a copy of a check)

For savings we will need a copy of a savings book or monthly statement showing the account number. (please "black out" any balances that may be showing)