

# WILKINSBURG SCHOOL DISTRICT

## DIRECT DEPOSIT AUTHORIZATION FORM

Complete this form and return it to the Payroll Office with either a voided check or a copy of a check for the account you want your pay deposited into. This is needed for verification of financial institution information. If you want to use a savings account, please contact your financial institution for the routing and account number to use for a direct deposit. Deposit slips will not be accepted.

Please note that it usually takes one or two payroll cycles before this authorization takes effect. You will receive a direct deposit voucher with the same information as a paycheck stub.

Please check one:  new request     change account information     stop direct deposit

I authorize you and the financial institution listed below to deposit the net amount of my Pay check into the following **PRIMARY** account:

The account is a     Checking Account                       Savings Account

Bank/Financial Institution \_\_\_\_\_ Branch Office \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

If you want to have a flat amount deposited into a second account, please complete the following:

I authorize you and the financial institution listed below to deposit a flat amount of \$ \_\_\_\_\_  
From each pay to the following **SECONDARY** account:

The account is a     Checking Account                       Savings Account

Bank/Financial Institution \_\_\_\_\_ Branch Office \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

**This authority will remain in effect until I send a written notice to the Payroll Office.**

\_\_\_\_\_  
Date                      Employee's Name (please print)                      Signature

Last Four (4) Social Security # \_\_\_\_\_