

Santiam Canyon School District 129J

Authorization Agreement for Automatic Payroll Deposit

Important: This form cannot be processed unless a voided blank check from your account is attached (a deposit slip cannot be accepted.) It takes one full pay cycle for direct deposit to become effective. Your first paycheck after you complete this form will be a live check.

Employee Name: \_\_\_\_\_
Employee SSN: \_\_\_\_\_

Deposit #1

Name on Account: \_\_\_\_\_
Bank Name: \_\_\_\_\_
Bank Telephone: \_\_\_\_\_
Account #: \_\_\_\_\_
Transit ABA #: \_\_\_\_\_
Account Type: [ ] Checking [ ] Savings, Money Market
Deposit [ ] Full Amount [ ] Partial Amount \$

Deposit #2

Name on Account: \_\_\_\_\_
Bank Name: \_\_\_\_\_
Bank Telephone: \_\_\_\_\_
Account #: \_\_\_\_\_
Transit ABA #: \_\_\_\_\_
Account Type: [ ] Checking [ ] Savings, Money Market
Deposit [ ] Full Amount [ ] Partial Amount \$

Deposit #3

Name on Account: \_\_\_\_\_
Bank Name: \_\_\_\_\_
Bank Telephone: \_\_\_\_\_
Account #: \_\_\_\_\_
Transit ABA #: \_\_\_\_\_
Account Type: [ ] Checking [ ] Savings, Money Market
Deposit [ ] Full Amount [ ] Partial Amount \$

Authorization

I hereby authorize Santiam Canyon School District 129J, either directly or through its payroll service provider, to deposit any amounts owed me, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Employer, either directly or through its payroll service provider, to my account. In the event that Employer deposits funds erroneously into my account, I authorize Employer, either directly or through its payroll service provider, to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Employer and Bank have received written notice from me of its termination in such time and in such manner as to afford Employer and Bank reasonable opportunity to act on it.

Employee Signature

Date

attach voided check(s) here