

## DIRECT DEPOSIT AGREEMENT

You may choose up to two financial institutions, one account at each financial institution.

For direct deposit to a checking account, **you must attach a voided check.**

For direct deposit to a savings account, **you must attach a letter or statement from your bank.**

(The letter should include the bank's routing number, your account number, and your name.)

*(PLEASE PRINT)*

Date: \_\_\_\_\_ Initiate \_\_\_\_\_ Additional \_\_\_\_\_ Change \_\_\_\_\_ Discontinue \_\_\_\_\_

### Authorization Agreement for Automatic Deposits (ACH Credits)

I hereby authorize Hyde Park Central School District, herein called the District, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit error to the account (s) as indicated below and the depository (s) named below, here in after called Depository, to credit and/or debit the same to such account.

This authority is to remain in full force and effect until the District has received written notification from me of its termination in such time and in such manner as to afford the District and the Depository a reasonable opportunity to act on it.

### Part 1: Employee Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Bldg Location: \_\_\_\_\_ Bldg Phone #: \_\_\_\_\_

### Part 2: Financial Institution(s) Information

#### Financial Institution #1:

#### Financial Institution #2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Bank Routing #: \_\_\_\_\_

(The Bank routing number can be found at the bottom left-hand corner of your check.)

You will receive notification of the date direct deposit will take effect. SUBS will not receive notification as effective date will be based on when actually subbed. Takes 2-3 pay periods to take effect (4-6 weeks). Return this completed form to Jessica Monck, Business Office. If you have questions regarding direct deposit, call Jessica at 229-4000, extension 1013.

**Please see the reverse side of this document for Part 3  
of this Agreement.**



**Part 3: Options** Choose only **one** option, check and complete

\_\_\_\_\_ **Option 1: Direct deposit to only one financial institution**

\_\_\_\_\_ % of your net paycheck **OR** \$ \_\_\_\_\_ amount per pay

Account #: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

\_\_\_\_\_ **Option 2: Direct deposit to two financial institutions** (enter information for both in Part 2 above)

Financial Institution #1:

\_\_\_\_\_ % of your net paycheck **OR** \$ \_\_\_\_\_ amount per pay

Account #: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

Financial Institution #2:

\_\_\_\_\_ 100 % of balance of your net paycheck **OR** \$ \_\_\_\_\_ amount per pay

Account #: \_\_\_\_\_ Checking \_\_\_ Savings \_\_\_

***Blank direct deposit forms are available in the main office of any school as well as the District website.***