

DIRECT DEPOSIT

All regular and substitute employees must have his/her pay processed using direct deposit to a single financial institution of his/her choice.

Please complete this form and return to the Treasurer's Office as soon as possible.

NAME

DATE

I WOULD LIKE TO DIRECT DEPOSIT MY PAYCHECK INTO MY:

_____ Checking

_____ Savings

NAME OF FINANCIAL INSTITUTION

Please attach a voided check for checking accounts OR a voided deposit slip for savings accounts to ensure the correct account is credited. Your deposit slip must have your account number and the routing number for the bank printed on it.

NOTE: You now have the option to receive your direct deposit via email. If you would like to have electronic notification, please provide the email address in the space below:

Thank you.