

EMPLOYEE NAME: \_\_\_\_\_

You may request additional forms if you have several accounts you wish to set up for direct deposit.

<b>DIRECT DEPOSIT AUTHORIZATION</b>	
I authorize School District #6 to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error each pay day to the following account.	
Please check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings Flat Rate (more than 1 account) <input type="checkbox"/>	
_____	_____
Bank	City / State
_____	_____
Bank Routing Number	Bank Account Number
_____	_____
Signature	Date Signed

**X Staple Voided Check Here X**

\*Direct Deposit Receipt will be emailed to the address below on payday.

Email address: \_\_\_\_\_

<b>I am requesting a change to a flat rate amount already activated through payroll:</b>	
_____	_____
Bank	Account Number
_____	_____
Previous Amount	New Amount
_____	_____
Signature	Date Signed