

# Authorization Agreement For Direct Deposit

All information on the direct Deposit Authorization form is required and is confidential. The information will be used to process payment data from the Howland Local School District to the financial institution and/or its agent. Failure to provide the requested information may affect the processing on this form and may delay or prevent the receipt of payments through Direct Deposit/Electronic Funds Transfer program.

The agreement represented by this authorization remains in effect until terminated or amended in writing by the employee.

It is the responsibility of the employee to obtain and submit the information necessary to process a Direct Deposit. Any changes made by the employee and/or his/her financial institution regarding the employee's account must be provided to the Treasurer's Office in writing by completing a new Authorization Agreement for Direct Deposit and must be received fourteen (14) working days prior to the effective date of pay.

I hereby authorize the Howland Local School District to begin Direct Deposit of my salary to the account listed below.

Financial Institution \_\_\_\_\_  
Routing # \_\_\_\_\_  
Account # \_\_\_\_\_  
Type of Account (Please check one)    Checking \_\_\_\_\_ Savings \_\_\_\_\_

**Please attach a voided blank check to this form**

YES! Please email my direct deposit notice to this address: (example: [myaddress@aol.com](mailto:myaddress@aol.com))

\_\_\_\_\_ This email will be your only notification of wages and will remain in effect until you terminate or amend it in writing.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_ Employee # \_\_\_\_\_

JOHN SMITH 99 MULBERRY LANE FREMONT, CA, 88888	DATE _____	9999
PAY TO THE ORDER OF _____		\$ _____
BANK OF CALIFORNIA 1111 PAST MAIN STREET OAKLAND, CA, 99999		DOLLARS
FOR _____		
⑆⑆23456789⑆ 9999	98765432111⑆	
Routing Number	Account Number	