



TO: All Employees
FROM: Jeffery Fouke, Treasurer
RE: Direct Deposit

All regular and substitute employees will be paid by having their paychecks deposited directly to their banks or credit union account. Other financial institutions may have the capacity to accept direct deposits - you would have to check with them.

Employees must complete the form below and return to the Payroll Department. Please supply all requested information and documentation. Employees will find their checks are on deposit no later than the morning of the pay date.

If you have any questions, feel free to call me at 473-8223 or Payroll at 473-8244.

Please make arrangements to have my paycheck deposited directly to the bank or credit union account indicated below. I understand that the funds from my check will be electronically transferred to my account and will be on deposit each payday.

Form fields for NAME (Please Print), DATE, EMPLOYEE ID #, SIGNATURE, PHONE NUMBER, POSITION, BUILDING/DEPARTMENT, and EMAIL ADDRESS.

PLEASE INDICATE: ___ Checking ___ Savings

The most important information needed is the correct numbers for identifying your bank and your account number. Please TAPE a copy below of a voided check for a Checking Account or attach a Spec Sheet for a Savings Account to ensure we have the correct routing numbers. NO HANDWRITTEN INFORMATION WILL BE ACCEPTED.

DO NOT CLOSE AN EXISTING ACCOUNT UNTIL A NEW ACCOUNT IS OPENED AND ALL INFORMATION HAS BEEN PROVIDED TO PAYROLL