



Mannheim School District 83

Payroll Direct Deposit Agreement

- New Enrollment
- Change
- Terminate

<i>Name:</i>
<i>Social Security Number:</i>
<i>Date:</i>
<i>School:</i>

I hereby authorize Mannheim School District 83 to initiate credit entries in the net amount of my paycheck and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my bank account as specified below. This authorization revokes all prior payment directs applicable to my payroll account. I understand that Mannheim School District 83 will provide a pay stub to me each pay period for my records. I also understand that both the financial institution and Mannheim School District 83 reserves the right to cancel/suspend this agreement.

Each payday, please direct deposit my payroll funds into my account at the following bank:

<i>Bank Name:</i>
<i>Address:</i>
<i>City, State & Zip:</i>
<i>ABA Routing Number:</i>
<i>Checking Account Number:</i>
<i>Saving Account Number:</i>

- ❖ If you need to make a change of Direct Deposit information, the Payroll Department will not accept verbal changes. All changes must be in writing.
- ❖ If you need to close your bank account, you must cancel direct deposit with District 83 Payroll Department first.
- ❖ Direct Deposit takes 2-3 pay periods to establish. **A void pre-printed check must accompany this form in order to identify the account.**

This authorization bears my signature below and is to remain in effect until Mannheim School District 83 has received written notification from me of its termination in such time (**a period not less than ten days**) to afford District 83 and my financial institution a reasonable opportunity to act upon it.

Signature: _____ **Date:** _____

Please return completed form to the payroll department.

<i>Payroll Use Only</i> Processor:	Pre-Noted date:
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