

To: New Employees
From: Lorraine Simonson, District Office
Subject: **DIRECT DEPOSIT**

The District strongly encourages the use of the Direct Deposit program for your paycheck. You may have your check deposited directly into your bank or credit union, savings and/or checking account(s) in any increments. For example:

Tom Smith	\$153.29 to AA Credit Union	Account# _____
Tom Smith	\$200.00 to Savings at AA Credit Union	Account# _____
Tom Smith	Balance of check into checking at AAA Bank	Account# _____

If you select direct deposit, we need **a copy of a "VOID" PERSONAL CHECK (not a deposit slip)** with the account numbers. We will also need the account numbers of any other account(s) you want funds deposited into. It is critical that you provide us with accurate account numbers for those accounts you want money deposited into.

If you have any questions regarding direct deposit, please call me at ext. 198.

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Employee Name _____

\$ _____	deposited into _____	_____
	Bank or Credit Union	Account Number
\$ _____	deposited into _____	_____
	Bank or Credit Union	Account Number
\$ _____	deposited into _____	_____
	Bank or Credit Union	Account Number
\$ _____	deposited into _____	_____
	Bank or Credit Union	Account Number