

**TRIAD COMMUNITY UNIT SCHOOL DISTRICT NO. 2
PAYROLL DIRECT DEPOSIT AUTHORIZATION**

PART 1 - (Initiated by Employee)

XXX - XX - _____

Employee Name (As shown on check)

Social Security Number

Home Address (No. and Street, Apt., City, State, ZIP + 4)

_____ **ESTABLISH a NET CHECK DEPOSIT to a Financial Organization.**

In signing this form, I authorize my payment to be sent to the financial organization named below for deposit to the designated account; and, to initiate, if necessary, debit adjustments for any deposit entries made in error.

Employee (Signature)

Date Signed

Effective Date*

_____ **CANCEL a NET CHECK DEPOSIT to a Financial Organization**

Acct. #/Financial Organization Name to Cancel

Employee (Signature)

Date Signed

Effective Date*

PART II - (Completed by Financial Organization, Return Original and Copy to Employee)

Financial Organization Certification

I confirm the identity of the above named payee and the account number and title. As representative of the below named financial organization, I certify that the financial organization agrees to receive and deposit the payment identified above. Multiple deposits will not be made to a single common account, except for those joint accounts (such as husband and wife) in which the employee's name(s) appears in the title.

Financial Organization (Name)

(No. and Street)

(City, State, ZIP + 4)

Financial Organization Routing Number

Check Digit**

Employee's Account Number To Be Credited (Up to 17 Positions)

Type of account

Savings

Checking

Authorized By

Name (Print or Type)

Signature

Date Signed

*Request must be received at the Superintendent's Office, Triad Community Unit School District No. 2 by the 10th of the month in which the pay period ends in order to be effective for a particular pay period. Late receipts will be processed the following pay period.

**Financial organizations must furnish their "routing transit number" (the number assigned by Rand McNally). This is an eight digit number PLUS a single number check digit. It is IMPORTANT that this number be accurate, as disbursements will be made according to this routing number.