

# West Hempstead Union Free School District

## Direct Deposit Authorization Form

The School District is pleased to offer a payday convenience - Direct Deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday. And you do not have to change your present banking relationship to take advantage of this service.

### Direct Deposit will help you in many ways.

- It saves you trips to your financial institution.
- It saves you time in depositing checks - no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster - reduces the possibility of overdrafts.

### Here's how Direct Deposit works:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you.

Direct Deposit is safe, convenient and easy. To take advantage of this service, complete the authorization portion below and return this form to the Payroll Department.

This authorization gives your employer the authority to deposit your pay to your account. Simply complete this form in order to take advantage of Direct Deposit.

All you need to do is:

1. Fill in your name and today's date.
2. Fill in the name of your financial institution(s), its routing number, and your account number. Use the instructions on the reverse side for help. You may deposit in up to four different accounts. Indicate in the last column whether the account is a checking (C) or savings (S) account.
3. **Attach voided check(s) for verification of all financial institution information. If you are unable to attach a voided check, please provide alternate documentation from the financial institution(s).**

*NOTE: Be sure to sign the form!*

**Please complete the information below and return this form to Payroll**

I authorize the West Hempstead Union Free School District to initiate electronic credit entries each pay period, and if necessary, debit entries and adjustments for any credit entries as follows:

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law. This authority will remain in effect until I have cancelled it in writing.

***If attendance balances warrant, the District reserves the right to temporarily deactivate this agreement so that the employee is not pre-paid for services.***

Name (Please Print) \_\_\_\_\_

Date \_\_\_\_\_

FINANCIAL INSTITUTION	ROUTING NUMBER	ACCOUNT NUMBER	AMT. OR %	C/S*
			Remainder	

\* Checking or Savings

Signature \_\_\_\_\_

Return this form with all information filled in above *and a copy of a voided check for each account.* If you have any questions, please call the Payroll Office at x111.

\*See the reverse side for help in identifying your financial institutions routing number and your checking account number. Your savings account will have a different account number.

**Q. How do I locate my bank routing number and checking account number?**

A. You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. Make sure you are using a check and **NOT** a deposit slip, since the numbers may not be the same. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number. You can find your Account Number through the process of elimination. It may be helpful to write the string of numbers down on a piece of paper first. When writing out your bank numbers, ignore any special characters that may look like this:



**Step 1: Find your Bank Routing Number**

The first 9 numbers from the left at the bottom of your check are your Bank Routing Number. This number is always 9 digits. Circle these 9 digits.

TIP: Find the special characters shown at right. The **Bank Routing Number** is between these characters



**Step 2: Find the Check Number**

Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner. This number is usually 4 digits, and may include a zero as the first digit. Draw a line through these digits.

**Step 3: Identify the remaining numbers**

The numbers that are left - those that are neither the Bank Routing Number nor the Check Number - are your Account Number.

NOTE: If you notice extra zeroes before or after your account number, please include them as part of your account number.

TIP: Find the special character shown at right. Your **Account Number** is directly to the left of this character.



**A.B.A Routing Numbers Example**

John Q. Public  
123 Main Street  
Your Town, USA 12345-6789

101

Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_

\_\_\_\_\_ DOLLARS \_\_\_\_\_

Memo \_\_\_\_\_

⑆000067890⑆ 523456789⑆ 0101

Routing/Transit  
Number

Account  
Number