

**MT. HEALTHY CITY SCHOOLS
DIRECT DEPOSIT PLAN ENROLLMENT FORM**

**Attach a voided check or a completed form from your bank so that the Treasurer's Office can verify the routing/
account number. THIS IS REQUIRED TO ESTABLISH PAYMENT.**

If you require assistance in completing this form, please contact a representative of the financial institution where you maintain your account. For checking or savings accounts at savings & loan, credit unions, and federal savings banks, checks and deposit slips do not always contain the correct information for direct deposit. For accounts with these types of financial institutions, please have a representative from the institution assist you in completing the form.

Employee Name: _____

This is a: **NEW ENROLLMENT** **CHANGE OF ENROLLMENT**

My account is a: **CHECKING ACCOUNT** **SAVINGS ACCOUNT**

Name of Financial Institution: _____

Bank Routing Number (9-digit #): _____

Bank Account Number: _____

Amount to go into account (100% or a specific amount): _____

I authorize the Mt. Healthy City School District to deposit my payroll check to my account in the financial institution named above by electronic deposit. This authorization will remain in effect until I submit a new form canceling or changing authorization. I understand that I must give 30 days advance notice in writing to allow time for my instructions to be executed and that I am responsible for notifying Mt. Healthy City Schools of any change in bank account information.

Signature

Date

Building

Daytime Phone Number

Email Direct Deposit Notices: If you would like to receive your direct deposit notice via email, please provide the following. If left blank, you will receive notices via USPS.

Building e-mail address (preferred): _____

Home e-mail address (secondary): _____

PLEASE ATTACH YOUR VOIDED CHECK IN THIS AREA

SAMPLE VOIDED CHECK	JOE DOE OR JANE DOE	100	
	1234 ANY STREET		
	HOMETOWN, USA 12345	_____ 19__	80-013
	PAY TO THE		0710
	ORDER OF _____		\$ _____
	_____ DOLLARS		
FOR: _____			
	[[:123456789]]:	5752191]]	

ROUTING & TRANSIT NUMBER

ACCOUNT NUMBER