

Vernon Independent School District

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

PLEASE NOTE: It may take up to approximately two (2) months for direct deposit to become effective. The first month a pre-notification is sent to your bank to establish your direct deposit and that month you will receive a regular check. Your direct deposit will be in effect no later than the second full month (payroll cycle) after you submit your paperwork to the payroll department. EMPLOYEES SHOULD CHECK WITH THEIR BANK THE FIRST MONTH OF DEPOSIT TO ENSURE THAT THE FUNDS WERE CORRECTLY DEPOSITED. I understand that I may not revoke this authorization except at the beginning of the school year, because of a life change (marriage, divorce, etc.), or if I have changed banking institutions.

I authorize Vernon ISD to initiate credit entries, and if errors occur, I authorize correcting entries to my account indicated below.

Financial Institution Name/Location	Routing Number	Account Number	Account Type (Checking or Savings)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is your responsibility to call your bank to verify your Routing Number and your Account Number for Direct Deposits.

Important Notice: A VOIDED CHECK, BANK LETTER, OR ONLINE BANKING PRINTOUT **MUST** BE SUBMITTED WITH THIS AUTHORIZATION.

This authority is to remain in full force until I terminate this authorization.

Name: _____ Date: _____

Signature: _____

PLEASE REMIT THIS FORM AND SUPPORTING DOCUMENTATION TO THE PAYROLL DEPARTMENT.