

# WOODLAND SCHOOL DISTRICT #404

## DIRECT DEPOSIT FORM

I wish to utilize the Electronic Direct Deposit\* option in which the net proceeds of my warrants are directly deposited into my checking or savings the morning of payday.

I also understand that if I want to receive a warrant copy of my pay stub, I must do so by checking next to the statement below.

Name of Bank: \_\_\_\_\_

\_\_\_\_ Checking Acct.      \_\_\_\_ Net Amt.      \$ \_\_\_\_\_ Set Dollar Amt.

Name of Bank: \_\_\_\_\_

\_\_\_\_ Checking Acct. #2      \_\_\_\_ Net Amt.      \$ \_\_\_\_\_ Set Dollar Amt.

Name of Bank: \_\_\_\_\_

\_\_\_\_ Savings Acct.      \_\_\_\_ Net Amt.      \$ \_\_\_\_\_ Set Dollar Amt.

\*\*\*VOIDED CHECK OR PROPER BANK DOCUMENTATION CONTAINING ROUTING AND ACCOUNT NUMBER MUST BE ATTACHED. PLEASE NOTE THAT DEPOSIT SLIPS ARE NOT ACCEPTED.

\_\_\_\_ I wish to continue receiving a paper copy of my pay stub.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*A pre-note file is sent to the bank every month, therefore, all deposit forms are due to Payroll by the 10<sup>th</sup> of the month in order to be added to the pre-note file and take effect within the same month. Anything turned in after the 10<sup>th</sup> of the month, will be processed the following month.