

# DIRECT DEPOSIT

Belmond-Klemme CSD requires the direct deposit of payroll checks. Please use this form to designate the deposit account for your net pay. Each pay period, your pay stub will arrive to the email address you provide below. Please return this completed form to the business office.

**Please specify below:**

- 1. The email address where you would like to receive your pay stub**
- 2. Direct deposit information for your financial institution. You may attach a voided check for verification.**

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I, \_\_\_\_\_, authorize Belmond-Klemme Community School District to make a direct deposit of my payroll check as follows:

Financial Institution: \_\_\_\_\_

City: \_\_\_\_\_

9 digit ABA Routing #: \_\_\_\_ \_

Account # (checking/savings) \_\_\_\_\_ \$ \_\_\_\_\_  
(Amount or "All")

Financial Institution: \_\_\_\_\_

City: \_\_\_\_\_

9 digit ABA Routing #: \_\_\_\_ \_

Account # (checking/savings) \_\_\_\_\_ \$ \_\_\_\_\_  
(Amount or "All")

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date