

New Berlin C.U.S.D. #16 DIRECT DEPOSIT AUTHORIZATION

The New Berlin C.U.S.D. #16 is pleased to offer direct deposit of employee paychecks to the bank(s) and account(s) of your choice. To arrange for direct deposit, you must:

- ✓ Complete the *Direct Deposit Authorization* form
- ✓ Attach a voided check for each account to this form in order to verify your account number and bank routing number
- ✓ Return completed form to Human Resources or Payroll

****PLEASE NOTIFY PAYROLL IMMEDIATELY IF YOU CLOSE OR CHANGE ACCOUNTS****

TO BE COMPLETED BY EMPLOYEE: New Enrollment Change

I authorize and request New Berlin C.U.S.D. #16 to direct my payroll payments to the account(s) indicated below. I also authorize, if necessary, debit entries and adjustments to the below account(s) to correct any errors to my account. This authorization revokes all prior payment directions applicable to my payroll payments. I understand that the financial institution listed below and New Berlin C.U.S.D. #16 reserve the right to cancel/suspend.

Name: _____ Social Security # _____ - _____ - _____
(Please print your name as it appears on your account)

BANK #1

Institution Name: _____ Amount: \$ _____ FULL NET
 Address: _____ Telephone: _____
 Account Type: CHECKING SAVINGS
 Account Number: _____ Routing Number: _____

BANK #2

Institution Name: _____ Amount: \$ _____ or _____ %
 Address: _____ Telephone: _____
 Account Type: CHECKING SAVINGS
 Account Number: _____ Routing Number: _____

BANK #3

Institution Name: _____ Amount: \$ _____ or _____ %
 Address: _____ Telephone: _____
 Account Type: CHECKING SAVINGS
 Account Number: _____ Routing Number: _____

Employee Signature: _____ Date: _____

This authority is to remain in full force and effect until the District has received written notification from the employee of its termination in such time and in such manner as to afford the District and depository a reasonable opportunity to act on it.

Payroll:
 Routing/Account Numbers Verified by Bank _____ Date: _____