

**\*\*\*K.S.A. 44-314 law, allows employers to pay employees via direct deposit.**

**Please complete the direct deposit form and return to the central office  
before you can be paid.**

**Authorization for Direct Deposit  
Prairie View USD 362**

I hereby authorize Prairie View USD 362, hereinafter called COMPANY, to initiate credit entries to my account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to credit the same to such account. This authority is to remain in full force and effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Bank Address: \_\_\_\_\_

Bank Phone Number: \_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ New Enrollment

\_\_\_\_\_ I am currently participating in the Direct Deposit Program and wish to make the following change to my bank and/ or account information.

Information must be provided a minimum of 12 days prior to a payroll date.

\_\_\_\_\_ I wish to deposit all my pay into my CHECKING account # \_\_\_\_\_.

\_\_\_\_\_ I wish to deposit all my pay into my SAVINGS account# \_\_\_\_\_.

\_\_\_\_\_ I wish to deposit \$ \_\_\_\_\_ in my SAVINGS account # \_\_\_\_\_ and the rest of my pay into my CHECKING account # \_\_\_\_\_.

\_\_\_\_\_ I wish to deposit \$ \_\_\_\_\_ in my CHECKING account # \_\_\_\_\_ and the rest of my pay into my SAVINGS account # \_\_\_\_\_.

\_\_\_\_\_ I wish to deposit \$ \_\_\_\_\_ in my CHECKING account# \_\_\_\_\_ and the rest of my pay in a separate CHECKING account# \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**School email address**

**Please attach a void check or void savings deposit slip for any account you wish to deposit to.**

(Revised 7-11)