

# AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT PAYROLL

Effective October 1, 2001, all regular employees of Northwestern Local Schools hired after July 1, 1998 and all substitutes will be paid by direct deposit. Northwestern will make your net pay available to the bank(s) of your choice the morning of each pay date. You must complete the Authorization Agreement in order to be paid. You will receive a biweekly pay notice showing all of your payroll information. You may notify the Board Office to receive this notice via email.

I, \_\_\_\_\_, hereby authorize the Northwestern Local School District, hereinafter called DISTRICT, to initiate electronic credit and debit entries to my account(s) indicated below, and the FINANCIAL INSTITUTION(S) named below to credit and/or debit the same to such account(s).

1. FINANCIAL INSTITUTION \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ROUTING # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_  
(Check ONE)

☐ Check here if entire net pay is to be deposited into this account.

OR

☐ Check for a specific amount \$\_\_\_\_\_ to this account and the balance to the next account.

BANK OFFICIAL'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

2. FINANCIAL INSTITUTION \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ROUTING # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_  
(Check ONE)

☐ Check here if entire net pay is to be deposited into this account.

OR

☐ Check for a specific amount \$\_\_\_\_\_ to this account and the balance to the next account.

BANK OFFICIAL'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

\*\* Attach an additional form for more bank accounts.

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

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Email Address for Payroll Notification \_\_\_\_\_