

*Richmond-Burton Community High School*

DISTRICT NO. 157

4213 US HIGHWAY 12, RICHMOND, IL 60071 - PHONE: 815-678-4242 - FAX: 815-675-0415 - WEB: [www.rbchs.com](http://www.rbchs.com)Dr. Tom Lind  
SuperintendentDr. Patrick Enright  
Asst. SuperintendentMichael Baird  
PrincipalDenise Levendoski  
Business Manager/CSBO**AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSITS**

(Please type or print legibly)

1. **Type of Enrollment:** \_\_\_\_\_ New \_\_\_\_\_ Change Effective Date \_\_\_\_\_2. **Employee Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

*I hereby authorize Richmond-Burton Community High School #157 to initiate credit entries and, if necessary, debit entries and adjustments for any credit entry in error to my (our) account indicated below and the financial institutions named below to credit and/or debit the same to such account. This authority to remain in full force and effect until Richmond-Burton Community High School #157 has received written notification from the employee of its termination in such time and in such manner as to afford a reasonable opportunity to act on it.*

4. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Account #	Nine-Digit Bank/Routing #

Direct Deposit to: \_\_\_\_\_ Savings \_\_\_\_\_ Checking (Please check one)

Financial Institution Name/Address: \_\_\_\_\_  
\_\_\_\_\_

Financial Inst. Telephone No. \_\_\_\_\_

NOTE: Direct Deposit is good for one financial institution and only 100% of the payroll check can be deposited into one account of your choice.

**REQUIRED: Please provide a preprinted check for each institution. It should be clearly marked "VOID."**  
**The information must include the financial Institution's routing number and your account number.**

**Please notify the Business/Payroll Office (815-678-6586) as soon as possible of any account/banking changes.** If the transmission of direct deposit of pay indicates that your account has been closed, the District may not advance your pay. The District must wait to receive a refund from the financial institution before you may receive payment for the affected month. **Please note that the direct deposit may take up to two pay cycles before being completed depending on pre-note authorizations from banking facilities.**