

NIPPERSINK SCHOOL DISTRICT #2
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)

3. School _____ NMS _____ RGS _____ SGS

I hereby authorize Nippersink School District #2 to initiate credit entries and to initiate, 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 Nippersink District #2 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 #

Please verify your routing/account number with your bank.

Direct Deposit to: _____ Savings _____ Checking (Please check one) \$_____ Amount

Financial Institution Name/Address: _____

Financial Inst. Telephone No. _____

Account #	Nine-Digit Bank/Routing #

Please verify your routing/account number with your bank.

Direct Deposit to: _____ Savings _____ Checking (Please check one) \$_____ Amount

Financial Institution Name/Address: _____

Financial Inst. Telephone No. _____

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

Please notify the Business/Payroll Office (815-678-6864) 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. Also, please note that the direct deposit may take up to two pay cycles before being completed depending on pre-note authorizations from banking facilities.