

KERMIT INDEPENDENT SCHOOL DISTRICT

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF SALARY

I, _____, am an active employee of the **KERMIT INDEPENDENT SCHOOL DISTRICT**.

I will participate in the automatic "direct deposit" program. I am attaching a voided check to identify my financial institution and account number in which I would like to have my funds directed. I have marked "Void" on the check so it will be used only for the identification of my bank routing number and my account number.

I authorize **KERMIT INDEPENDENT SCHOOL DISTRICT** to deposit the net pay shown on my check directly into my:

CHECKING ☐ **SAVINGS** ☐ (check one)

in the financial institution shown on the attached voided check. It is my understanding if **KERMIT INDEPENDENT SCHOOL DISTRICT** makes an excess deposit, or is required to withhold funds for garnishments, KERMIT INDEPENDENT SCHOOL DISTRICT may make a debit directly from my account. I understand that if a debit is made, I will be notified by the payroll department.

The deposits will be automatic and will continue on each payday until I terminate employment. **Upon termination of my employment, KERMIT INDEPENDENT SCHOOL DISTRICT will automatically delete my direct deposit.**

To prevent any delay in deposits, I will immediately notify the payroll department when I change banks or bank account numbers.

Signature:	_____
Date:	_____
Social Security No.	_____
Financial Institution:	_____

PLEASE ATTACH VOIDED CHECKING OR SAVINGS DEPOSIT SLIP HERE.

NOTE: If your bank routing number (number in lower left hand corner of deposit slip) begins with a **0, 2 or 5**, check with your bank to determine if they can receive direct deposits through the ACH direct deposit system.