

# Valley Local School District

## Direct Deposit Sign up Form

Name of Payee (Last, First, Middle Initial): \_\_\_\_\_

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

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Financial Institute Name: \_\_\_\_\_

Checking Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Designate the % \_\_\_\_\_ or Amount \_\_\_\_\_ for this account.

Savings Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Designate the % \_\_\_\_\_ or Amount \_\_\_\_\_ for this account.

**Attach a VOID check to this paper.**

I understand the decision to receive payment of wages by direct deposit is irrevocable. This authorization is to remain in full force and in effect until Valley Local School District has received written notification from me of its termination. This agreement can only be terminated by filing a substitute direct deposit agreement. Valley Local School District requires a two- week notice of change. I understand that I will receive a check stub by email.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee email: \_\_\_\_\_

\*Your first check will be a trial run and it will be a paper check. If everything runs smoothly with your account it will be directly deposited from then on.

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For Valley Local School Treasurer's staff use only:

First Pre-Notification \_\_\_\_\_

Date of Pre-Note \_\_\_\_\_

Pre-Note Ok \_\_\_\_\_