

**La Grange Independent School District  
DIRECT DEPOSIT FORM**



I hereby authorize the La Grange Independent School District, hereinafter called the District, to deposit any amounts owed me by initiating credit entries to my bank account indicated in this form. In the event that District deposits funds erroneously into my account, I authorize District to debit my account for an amount not to exceed the original amount of the erroneous credit. If any action or inaction taken by the payee results in non-acceptance of an EFT deposit by the designated financial institution, payee acknowledges that the District has no responsibility to issue another payment until the funds for the non-accepted deposit are returned to the District by the financial institution. If non-acceptance by the financial institution is the result of action or inaction by the payee, late fees and penalties including consequential damages caused by this non-acceptance do not apply.

Mark one box with indicating if information is new or changed:

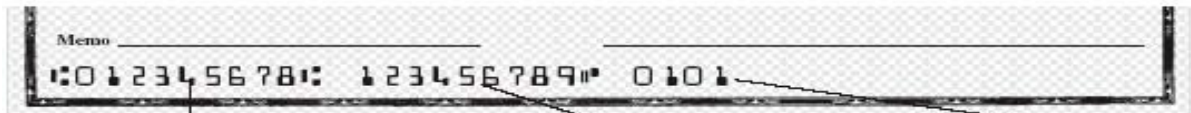
New  Change

_____		_____
Name (Print or Type)		Employee Identification Number
_____		_____
Home Address		Position
_____	_____	_____
City	Zip	Campus

**BANK INFORMATION MUST BE CORRECT AND COMPLETE. PLEASE CONTACT YOUR BANK TO VERIFY ALL INFORMATION (PAY SPECIAL ATTENTION TO THE ROUTING NUMBER YOU PROVIDE, AS IT MAY BE DIFFERENT THAN THE ONE PRINTED ON YOUR CHECKS)**

_____	_____
Name of Bank	Account Number
_____ 9 Digit	
Bank Routing/Transit Routing Number	

**Attach a voided check here**



Routing/transit number-always found between these two symbols

Checking account number

Check number – not needed for direct deposit

**This authorization is to remain in full force and effect until the District has received written notice from me of any changes in such time and in such manner as to afford the District a reasonable opportunity to act on it.**

_____	_____
Signature	Date

<b>For Office Use Only</b>	Entry Date: _____
Date Received _____	Direct Deposit Month _____

## **OPERATING PROCEDURES FOR DIRECT DEPOSIT**

### **1. Employees eligible:**

- All district employees are eligible for direct deposit

### **2. Enrollment period:**

- Anytime after becoming an employee.

### **3. How to enroll:**

- Complete a "DIRECT DEPOSIT FORM" and submit to payroll at the business office.

### **4. Depositories that can be selected:**

- Any depository institution that is a member of the Federal Reserve System.

### **5. Amount of deposit:**

- Net amount of check. No splits between institutions or accounts allowed. No partial direct deposit is permitted.

### **6. Payroll Information:**

- Payroll Stub will be sent to you every pay date at either your assigned location or mailed at the District's discretion.

### **7. Direct Deposits credited to your account:**

- On payday check with your bank for posting times of direct deposits.