

MADRID-WADDINGTON CENTRAL SCHOOL



DIRECT DEPOSIT AUTHORIZATION

A-466 (3/88)

- Uses: - Start direct deposit
 - Change direct deposit
 - Stop direct deposit

INSTRUCTIONS

NOTE: YOU MUST DEPOSIT YOUR ENTIRE CHECK.

These are your Options:

1. You may deposit the net amount of your check into one account.
2. You may split your deposits into two or three accounts at the same OR different banks.

- If both checking and saving accounts are entered, state a designated amount for one account and enter "NET" for the other one.



1

BANK NAME BRANCH	BANK ROUTING	ACCOUNT #	(check)		PER CHECK
			Ch	Sav	
Your Bank CITY	0220000	412000123	X		NET



2

Your Bank CITY	0220000	251001396		X	NET
Your Bank CITY	04604000	63495232	X		NET

EMPLOYEE IDENTIFICATION - ALWAYS COMPLETE THIS SECTION

Social Security Number								

Last Name											

First Name									

Initial	

START/ CHANGE

DIRECT DEPOSIT - Attach voided check for each account or a deposit slip with the Bank Routing and Transit # and Account # on it.

BANK NAME BRANCH	BANK ROUTING & TRANSIT NO.	ACCOUNT #	(check one) TYPE OF ACCOUNT		PER CHECK \$ AMOUNT OR NET
			Checking	Savings	

AUTHORIZATION - ALWAYS COMPLETE TO START OR CHANGE DIRECT DEPOSIT

I hereby authorize _____ to deposit my checks into the bank account(s) listed above.
 I also authorize _____ to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. I will not hold my bank liable for any erroneous debits or adjustments.

Employee Signature

Date

STOP

DIRECT DEPOSIT - Your deposits will stop two weeks after we receive this notice

Please send my pay check to me and discontinue direct deposit.

Employee Signature

Date