

# DIRECT DEPOSIT AUTHORIZATION AGREEMENT

NAME \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

I hereby authorize Haysville USD #261, hereinafter called District, to deposit to my account(s) indicated below the net amount I am due for any pay period with the same effect as if a check has been delivered to me for such amount. I also authorize the Financial Institution indicated below to credit the same to such account(s). Should an over deposit be made, the Financial Institution is authorized to debit such account(s) and return to the District the amount of any such overage.

(1) FINANCIAL INSTITUTION \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ROUTING NO. | |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| (CHECKING OR SAVINGS)

BANK ACCOUNT NO. \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

(2) FINANCIAL INSTITUTION \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ROUTING NO. | |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| (CHECKING OR SAVINGS)

BANK ACCOUNT NO. \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

(3) FINANCIAL INSTITUTION \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ROUTING NO. | |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_| (CHECKING OR SAVINGS)

BANK ACCOUNT NO. \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

## **ATTACH BLANK PERSONALIZED VOIDED CHECK FOR EACH ACCOUNT**

This authorization is to remain in effect until District has received written notification from me of its termination in such time and manner as to afford District and Financial Institution a reasonable opportunity to act on it. Termination of employment also voids this agreement.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

## **AUTHORIZATION FOR CANCELLATION:**

\_\_\_\_\_ I wish to cancel my previous authorization for Automatic Payroll Deposits.

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_