

PEWAMO-WESTPHALIA COMMUNITY SCHOOLS

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize Pewamo-Westphalia Community Schools to initiate credit entries equal to my net pay, to my financial institution account as indicated below:

FINANCIAL INSTITUTION NAME: _____

BRANCH: _____

CITY: _____ STATE: _____ ZIP: _____

ROUTING/ABA NUMBER: _____ (9 digit number)
(obtain from financial institution)

ACCOUNT
NUMBER: _____

(Check One)

Savings

Checking

NOTICE: If you wish to have monies deposited into more than one account at this financial institution, you are responsible to notify the financial institution of your deposits.

This authorization is to remain in full force and effect until Pewamo-Westphalia Community Schools has received written notification from me of its termination in such time and in such manner as to afford Pewamo-Westphalia Community Schools and the Financial Institution indicated above a reasonable opportunity to act on it.

NAME: _____ SOCIAL SECURITY NO: _____
(Please Print)

SIGNATURE: _____ DATE: _____

Instructions:

Complete a "Authorization Agreement for Automatic Deposits" form.

Attach a document that verifies your bank routing and account numbers. (Examples are a VOIDED check, a deposit slip, the top portion of your bank statement that shows your account number (do not attach account detail)).

Be sure you notify your bank that you have requested direct deposit. They may require additional information from you.

Send the "Authorization Form" and attached documents to the Business Office, attention: Payroll Dept.

Processing Schedule:

Once received by the payroll office, the data will be entered in the computer payroll system for the next nearest payroll run.

In the first payroll after starting direct deposit, you will receive a full pay check. During this payroll, the bank routing and your account number is verified to insure proper fund transfers, when activated. This is called a pre-note. When all information is verified, the direct deposit is activated.

The actual direct deposit money transfer starts on the next payroll after activation. Your funds transfer into your specified accounts and are available to you as early as 6:00 a.m. on that Payday! You will receive your pay check stub through the school mail (if possible) or through the US mail.

Thank you for choosing direct deposit!