

# VALLIVUE SCHOOL DISTRICT DIRECT DEPOSIT AUTHORIZATION

NAME: \_\_\_\_\_

BEGIN WITH \_\_\_\_\_ (MONTH) PAYCHECK

PLEASE CHECK ONE OF THE FOLLOWING:

- NEW DIRECT DEPOSIT ACCOUNT
- REPLACE EXISTING DIRECT DEPOSIT WITH NEW ACCOUNT INFORMATION LISTED BELOW
- ADD ADDITIONAL DIRECT DEPOSIT SAVINGS/CHECKING ACCOUNT – LEAVE EXISTING ACCOUNT AS PRIMARY ACCOUNT FOR NET PAY

BANK/CREDIT UNION NAME: \_\_\_\_\_

TYPE OF ACCOUNT: \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS

CHOOSE ONE: \_\_\_\_\_ NET PAY \_\_\_\_\_ SET AMOUNT OF \$ \_\_\_\_\_  
(PER PAY PERIOD)

ATTACH VOID CHECK BELOW OR FILL OUT FOLLOWING INFORMATION:

9 DIGIT ROUTING # \_\_\_\_\_

ACCOUNT # \_\_\_\_\_

I authorize Vallivue School District to initiate direct deposits each month. I understand that my monthly pay stub will show pay information including the direct deposit amount(s). I authorize the above named bank or credit union to credit the same to my account. I understand that it will be my responsibility to notify the payroll clerk by the payroll deadline if I close the account or change accounts.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACH VOIDED CHECK HERE