

Authorization Agreement for Direct Deposit

EMPLOYEE AUTHORIZATION

By your signature, you are authorizing Keller ISD to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to the checking and/or savings account(s) indicated below. This authority will remain in effect until you provide Keller ISD written notification to terminate the direct deposit. Written notification of termination must be received at least 5 business days prior to the upcoming pay day.

A pre-note will be processed and a live payroll check will be issued with new or amended account information. All live checks must be picked up in the Payroll Office. Following a successful pre-note, direct deposit will begin/resume with the following payroll.

Once a direct deposit has been transmitted, your bank is responsible for the availability of your funds. If the account has been closed, your bank will return the funds to Keller ISD; however, the funds must be received before Payroll will issue a replacement check or direct deposit to a new account. This may take up to 5 business days.

Employee: _____ ID #: _____
(Please print)

Signature: _____ Campus: _____

DIRECT DEPOSIT TYPE AND BANK INFORMATION

Select One:
 New Additional account(s) Account/Bank change Increase/decrease amount

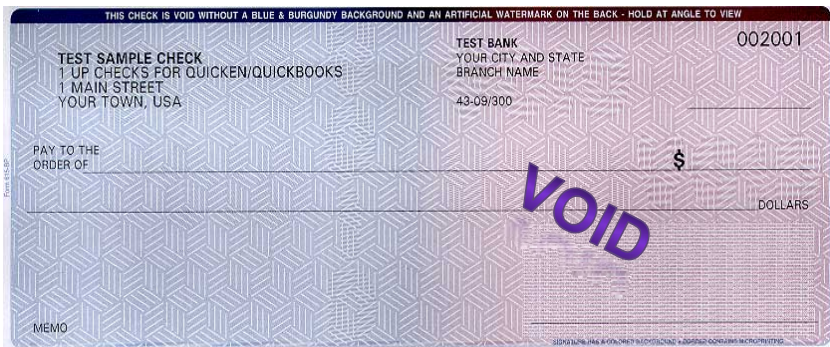
Select One:
 Primary checking account: entire net check will be deposited in to this account
 Primary CashPay debit card: entire net check will be deposited on a debit card
 Secondary checking account Specific amount required: \$ _____
 Savings account Specific amount required: \$ _____

Bank Name: _____

Provide the information below for your bank if it is not included on the account documentation:
 Address: _____ Bank Phone #: _____
 City: _____ State: _____ ZIP: _____

REQUIREMENTS FOR DIRECT DEPOSIT

The following document(s) must be provided by the employee requesting direct deposit



- Checking Account:**
 Pre-printed voided check ONLY
 Deposit slips are not accepted
 Temporary checks are not accepted
- Savings Account:**
 Membership card
 Bank statement
- CashPay Card:**
 CashPay account application

A letter provided by the bank including the employee's name, account number and routing number may be substituted for account verification, with the exception of the CashPay card.

Payroll Dept Use Only

Bank Code: _____ Date entered: _____ Initials: _____
 Checked by: _____ Date: _____