

Keller Independent School District

The community of Keller ISD will educate our students to achieve their highest standards of performance by engaging them in exceptional opportunities.

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 primary and/or secondary 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 3 business days prior to the upcoming pay day.

Pre-notes are processed prior to each payroll so that the employee's direct deposit addition/change may take place with the most current payroll. If the addition/change is made after pre-notes are processed, a live payroll check will be issued. All live checks must be picked up in the Payroll Department.

Once a direct deposit has been successfully 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: \$ _____

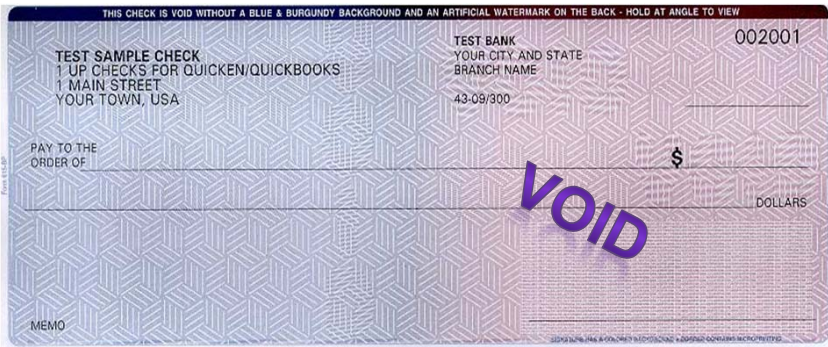
Bank Name: _____

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: _____