

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT  
(ACH CREDITS)  
Delta County School District**

I hereby authorize Delta County School District to initiate credit entries to my

\_\_\_\_\_ Checking Account

\_\_\_\_\_ Savings Account

at the financial institution named below and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law.

**Financial Institution** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Routing Number** \_\_\_\_\_

**Account Number** \_\_\_\_\_

This authorization is to remain in full force and effect until Delta County School District has received written notification from me of its termination in such time and in such manner as to afford Delta County School District and the financial institution a reasonable opportunity to act on it.

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

Employees will receive a simulated check each month listing deductions, contributions and leave information in the same format as a check stub.

Financial institutions handle "Notice of Credit" differently. Please check with your individual bank. If you have further questions, do not hesitate to contact the business

office.

**PLEASE BE SURE TO INCLUDE A COPY OF YOUR DEPOSIT SLIP**

We are pleased to be able to offer you a new payday convenience – Direct Deposit. Now you can have your paycheck automatically deposited in your checking or savings account on payday. And you don't have to change your present banking relationship to take advantage of this service.

**Direct Deposit will help you in many ways.**

- It saves you trips to your financial institution.
- It saves you time in depositing checks – no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster – reduces the possibility of overdrafts.
- You get your money deposited into your account even if you're on vacation or away from the office on business or illness.

**Here's how Direct Deposit works:**

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement. We believe you will like the added convenience of having your net pay automatically deposited for you.

Direct Deposit is safe, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to the Payroll Department.

The authorization form, which is provided on the reverse side, gives your employer the authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit.

All you need to do is:

Mark the box before type of account to indicate whether your pay will be deposited in your checking or saving account.

Fill in your name, the name and location of your financial institution, and today's date.

Attach a deposit slip for verification of all financial institution information.