

## **Spring Valley School District Employee Direct Deposit Authorization**

Payroll earnings of Spring Valley employees are automatically deposited through the payroll process. The payroll is electronically transferred to a clearing account and then transferred to the account, bank, or credit union of your choice. Your first payment will be a check – the computer verifies all of the numbers you gave and makes sure there is no problem. Please fill in and sign this authorization sheet. To verify routing numbers attach a voided check from the account(s) listed below. Each employee can deposit into a maximum of three accounts:

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### **Main Account Checking or Savings:**

Name \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Routing # \_\_\_\_\_

Net Paycheck: Checking Account # \_\_\_\_\_ or Savings Account # \_\_\_\_\_

### **Additional Savings or Checking:**

Bank Name \_\_\_\_\_ Bank Routing # \_\_\_\_\_

Checking Account # \_\_\_\_\_ or Savings Account # \_\_\_\_\_

Amount \$ \_\_\_\_\_

### **Additional Savings or Checking:**

Bank Name \_\_\_\_\_ Bank Routing # \_\_\_\_\_

Net Paycheck: Checking Account # \_\_\_\_\_ or Savings Account # \_\_\_\_\_

Amount \$ \_\_\_\_\_

**\*\*\*\*Please attach a voided check as documentation\*\*\*\***

Signature \_\_\_\_\_ Date \_\_\_\_\_

I authorize the School District of Spring Valley to initiate electronic credit entries and if necessary, debit entries and adjustments for credit entries in error, to my account, each payday, at the financial institution listed above (see attached voided check). I understand that this authorization will remain in effect until I notify the Accounting Department of change or cancellation.