



WEST ADA SCHOOL DISTRICT  
**DIRECT DEPOSIT AUTHORIZATION**

Changes to Direct Deposit **MUST** be received by the 8th of the month, if received after the 8th it will be effective the following month.

OR

\_\_\_\_\_  
FIRST NAME

\_\_\_\_\_  
MI

\_\_\_\_\_  
CURRENT EMPLOYEE ID #

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
NEW EMPLOYEE SOCIAL SECURITY #

**Action Type**

\_\_\_\_\_  
New Employee Set-Up

\_\_\_\_\_  
Continuing Employee Change (Change Account #, Change Bank, Change Amounts)

Important: Enter all banks to which you are depositing funds, and attach documentation for all accounts, even if only one is changing. This form overrides (replaces) all prior designations.

**You have the option to deposit your pay into two different bank accounts.**

*Primary account will receive the balance of your net pay.*

**PRIMARY BANK NAME** \_\_\_\_\_ **CHECK ONE:** \_\_\_\_\_ **CHECKING** \_\_\_\_\_ **SAVINGS**

**9 DIGIT TRANSIT ROUTING NO.** \_\_\_\_\_ **ACCOUNT NO.** \_\_\_\_\_

*Secondary account is **fixed amount** only.*

Secondary Bank Name \_\_\_\_\_ Check One: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

9 Digit Transit Routing No. \_\_\_\_\_ Account No. \_\_\_\_\_

Fixed amount to be deposited \$ \_\_\_\_\_

*I hereby authorize the District to initiate direct deposit into the account(s) and bank(s) listed above. Payroll direct deposits will be made to the accounts listed above until I choose to terminate or change this agreement by submission of a new Direct Deposit Authorization form. In the event that funds to which I am not entitled have been deposited to my account in error, I understand that the District will follow its policy on payroll corrections (802.71) to correct the error.*

*Deposits returned because of closed accounts or incorrect information provided by the employee will result in a \$10.00 fee and may cause a delay up to 10 days in receiving the replacement pay.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR CHECKING: Attach VOIDED check here.**

**FOR SAVINGS: Attach on bank letterhead the transit routing #, account # and employee name.**

**PLEASE RETURN TO PAYROLL**