

TAHOMA SCHOOL DISTRICT NO. 409
FEDERALID #91-6001641

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

How Direct Deposit Works:

On payday, you can review your earnings statement by logging into Employee Access. Your money will already have been deposited into your account(s) and the amount of the deposit will appear on your bank statement.

Please Note: Direct Deposit forms need to be received by Payroll by the 5th of the month in order to be processed with the current month's payroll. If received after the 5th, the direct deposit will begin the following month.

If you close your account, change banks, or change your existing account number, you must inform the Payroll Department immediately. Failure to do so could mean that your money will not be deposited and you will have to wait for a manual warrant. This could take up to ten working days after the pay date to process.

To take advantage of direct deposit, complete the information below. Secondary bank deposits are available.

- Checking Accounts: Please attach a VOIDED CHECK for EACH ACCOUNT (No deposit slips)
- Savings Accounts: Please attach a DEPOSIT SLIP for EACH ACCOUNT

We will also accept a letter from your financial institution with your routing number and account number in place of a voided check or deposit slip.

PRIMARY ACCOUNT

Bank Name	Account Type	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		NET Pay (Amount AFTER all other deductions and secondary ACH transactions.)

SECONDARY ACCOUNT(S)

Bank Name	Account Type	Account Number	Dollar Amount
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		
	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

I hereby authorize Tahoma School District #409 to initiate credit entries, and initiate if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated above. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US Law.

This authority will remain in full force and effect until Tahoma School District has received written notification of its termination in such time and in such manner as to afford Tahoma School District and DEPOSITORY a reasonable opportunity to act on same.

PRINTED NAME: _____ SCHOOL LOCATION: _____

SIGNATURE: _____ DATE: _____

For Payroll Use Only: Entered by: _____ Checked By: _____