

Direct Deposit Payroll

West Linn-Wilsonville School District

Please attach a voided check (checking account) and/or savings account deposit slip (savings account) for deposits with this authorization.

We are pleased to be able to offer you a new payday convenience – Multi-Direct Deposit Payroll. Many employees prefer Direct Deposit to receiving a paycheck. You might also find it safer and more convenient, because:

- You do not have to wait for a paper check. Instead, the money will automatically be deposited into your bank account.
- You can have portions of your pay sent to several separate accounts, which can save you time.
- Start earning interest as soon as your check is deposited into your bank account.

Here is how Direct Deposit Payroll works:

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

This voluntary service is free. Deposit Payroll is safe, convenient, and easy. To take advantage of this service, complete the authorization below and return it to the Payroll Department.

Please complete the following:

1. Mark the box before the type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, the names of the account owners, bank, branch name, and date.
3. You **must attach** a voided check (checking account) and/or savings account deposit slip (savings account) or form from your bank for deposits with this authorization for verification of all financial institute information.
4. Be sure to sign and date the form.

*Please note: If you change or close your account you will need to inform the Payroll Department **immediately**.*

AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSITS

| | | |
|-------------------------|-----------------|---------------------------------|
| Employee Name (Printed) | Employee Number | Employee Social Security Number |
|-------------------------|-----------------|---------------------------------|

I hereby authorize West Linn-Wilsonville School District 3JT to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) indicated below and the depository names below to credit and/or debit the entries to such account.

I hereby request West Linn-Wilsonville District to discontinue change my direct deposit account.

| DEPOSITORY | Savings | Checking |
|---------------------|-----------|----------------|
| Financial Institute | | Routing Number |
| City | State Zip | Account Number |
| Entire Check Amount | | Flat Amount \$ |

| Second DEPOSITORY | Savings | Checking |
|---------------------|-----------|----------------|
| Financial Institute | | Routing Number |
| City | State Zip | Account Number |
| Balance of Check | | Flat Amount \$ |

*This authority will remain in effect until Company has received written notification from me of its termination on such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

Signature

Date