



Direct Deposit

Woodburn School District
 1390 Meridian Dr.
 Woodburn, OR 97071

Employee Name:	School/Building:
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Authorization Agreement

If you wish to have your paycheck automatically deposited to your bank account on payday, please complete the authorization form below and return it with a voided check attached by the 10th of the month to the Payroll Department. You will receive a pay stub each payday indicating all pay-related information. You have the option to have your entire net pay deposited into one account, or you can deposit specified amounts into multiple bank accounts, up to a maximum of three accounts. If you want all monies deposited into one account, list "net pay" on the fixed amount box below.

NOTE: You must notify the Payroll Department two weeks prior to payday if you close your account or if you wish to stop your Direct Deposit. Without notice, funds will go into your bank account and we will have to wait for notice from our bank that the account is closed before we can issue you a replacement check. This sometimes takes three or more working days after payday.

Please check appropriate box	New	Add/Change	Cancel
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Primary Account Information

Name of Financial Institution:	Account Number:	Routing Number:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Fixed Amount:	

Other Specified Deposits (optional)

Name of Financial Institution:	Account Number:	Routing Number:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Fixed Amount:	

Other Specified Deposits (optional)

Name of Financial Institution:	Account Number:	Routing Number:
Type of Account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Fixed Amount:	

Signature

I authorize you and the bank listed below to deposit my paycheck automatically to my account(s) each payday. If funds, to which I am not entitled, are deposited to my account, I authorize you to direct the bank to return said funds. The authorization will remain in effect until I have cancelled it in writing.

Employee Signature <i>Please sign after printing</i>	Date
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PLEASE ATTACHED VOIDED CHECK OR BANK ISSUED FORM
PHYSICAL VOIDED CHECK OR FORM MUST BE TURNED IN WITH THE FORM OR THE ACCOUNT WILL NOT BE SET UP

Business Office Use Only	Date Entered:	Month Direct Deposit to Start:
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