



## Stafford Public Schools Authorization Agreement for Direct Deposit

I hereby authorize the Stafford Public Schools to direct deposit my net pay in the account(s) and financial institution(s) indicated below. I understand and agree to the following:

- Direct deposit(s) will be made on each succeeding payday, unless I choose to change or terminate this agreement.
- If I choose to change or terminate this agreement, it must be done in writing and submitted to the district Paymaster at the Central Office (16 Levinthal Run). Any such notification to the Stafford Public Schools shall become effective in such time and in such manner as to afford the Stafford Public Schools and the depository bank a reasonable opportunity to act on the change.
- In the event that the Stafford Public Schools deposits funds erroneously into my account, I authorize the Stafford Public Schools to debit my account for an amount not to exceed the original amount of the erroneous credit.
- It may take up to two (2) pay periods to process a direct deposit request. During this time, you will receive a physical paycheck.

### Option #1: Net Pay Deposited to One Institution

A copy of a voided check is requested for checking account distributions.

Name of Financial Institution: \_\_\_\_\_

Checking Account       Savings Account

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

### Option #2: Net Pay Distributed to up to Three (3) Financial Institutions

A copy of a voided check is requested for checking account distributions.

Name of Financial Institution: \_\_\_\_\_ Amount: \_\_\_\_\_

Checking Account       Savings Account

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_ Amount: \_\_\_\_\_

Checking Account       Savings Account

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_ Amount: \_\_\_\_\_

Checking Account       Savings Account

Account Number: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_