

## MCCALL-DONNELLY JT SD #421 Direct Deposit Authorization

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

You may deposit into any financial institution if it has a "**Transit Routing**" number and an "**Account**" number for your account(s). You can divide the deposit up to four ways into savings and/or checking accounts as long as you can provide valid **routing and account numbers**. (Transit Routing numbers must be obtained from your checks, or can be obtained from your financial institution.)

There is no guarantee of date that the deposit will be credited to your account; barring any problems, it will normally be the same date as payday or the following day. You should not count on the credit being in your account until you have verified it with the institution involved.

If you leave the dollar amount column blank for the last institution/account listed, the remaining amount of your net pay will be directed to that institution and account; otherwise, you will receive a paycheck for the balance of your pay. If you want your normal net pay direct deposited to one institution, list only one institution and account number and leave the dollar amount column blank. You will always receive a pay statement, on payday, showing the gross pay, all withholdings and direct deposit amount(s).

In the table below, S = savings account and C = checking account; please list savings account(s) first.

Bank Name	City/State	Transit Routing Number (9 Digits)	Account Number	S or C	Dollar Amount

I hereby authorize McCall-Donnelly Joint School District #421 to direct deposit my monthly pay as shown. This authorization will continue until canceled in writing. This form or cancellation must be received at the District Office ten (10) days prior to payday to be effective that month. I understand that the District may cancel this direct deposit authorization at any time, on its own volition, without prior notice.

I agree that the District is not responsible or liable for misdirected funds or fees charged by financial institutions related to direct deposit. In the unlikely event of an overpayment, I authorize my financial institution to refund to the District the amount to which I am not entitled.

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_