

**CANBY SCHOOL DISTRICT #86
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM**

Employee Name: _____ Employee #: _____

It is imperative that the transit routing and account numbers are correct. You must check with your financial institution to ensure the accuracy of this information. DO NOT ATTACH DOCUMENTS.

Account # 1: Please check one box: New <input type="checkbox"/> Change <input type="checkbox"/> Stop <input type="checkbox"/> No Change <input type="checkbox"/>			
Financial Institution: _____		City: _____ State: _____	
Transit Routing #: _____		Account #: _____	
(must be nine (9) numeric digits)			
Amount \$ _____	(whole dollars or "Balance")	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>

Account # 2: Please check one box: New <input type="checkbox"/> Change <input type="checkbox"/> Stop <input type="checkbox"/> No Change <input type="checkbox"/>			
Financial Institution: _____		City: _____ State: _____	
Transit Routing #: _____		Account #: _____	
(must be nine (9) numeric digits)			
Amount \$ _____	(whole dollars or "Balance")	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>

Account # 3: Please check one box: New <input type="checkbox"/> Change <input type="checkbox"/> Stop <input type="checkbox"/> No Change <input type="checkbox"/>			
Financial Institution: _____		City: _____ State: _____	
Transit Routing #: _____		Account #: _____	
(must be nine (9) numeric digits)			
Amount \$ _____	(whole dollars or "Balance")	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>

I authorize Canby School District #86 and the financial institutions listed above to deposit my pay automatically to the account(s) listed above each payday. If funds to which I'm not entitled are deposited in my account, I authorize Canby School District #86 to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization or cancelled the authorization in writing.

Canby School District #86 acts solely as the employee's agent in depositing pay as requested by the employee. Canby School District #86's only function is to make the deposits requested by the employee and assumes no present or future responsibility for the account or depository selected by the employee.

If you submit this completed form after the 10th of any month your next paycheck may be a paper check while the payroll system and financial institutions(s) verify accuracy of information. Once verification is complete Direct Deposit will be in place until changed or cancelled by you in writing or until termination of employment.

Employee Signature

Date