

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

Employee Name: _____
Please Print

Employee #: _____

It is **imperative** that the transit routing and account numbers are correct. Please get the numbers from your check or financial institution to insure 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 \$ _____ (dollar amount 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 \$ _____ (dollar amount 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 \$ _____ (dollar amount or "Balance")	Checking <input type="checkbox"/> Savings <input type="checkbox"/>

I authorize Canby School District #86 and the financial institution(s) listed above to deposit my pay electronically 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(s) 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.

Your first paycheck after submission of this form will 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