

DIRECT DEPOSIT AUTHORIZATION or Election of Paper Check Form

Addison Northwest School District

To elect a paper based check or to enroll in the Direct Deposit, simply fill out this form and give to the Payroll Department. Attach a voided check for each checking account. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It is not always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Today's Date: _____ **Employee's Name:** _____

Please check one:

(Please Print)

A) _____ Paper Check: I elect to receive a paper-based paycheck/live check for each pay period with an attached pay statement.

OR

B) _____ I would like to enroll in **Direct Deposit**. I understand that my pay will be deposited electronically into the account(s) I have elected below. I also understand that I will receive electronic notification of the deposited funds via a detailed e-pay statement

Please email my Direct Deposit Advice Slip to the following:

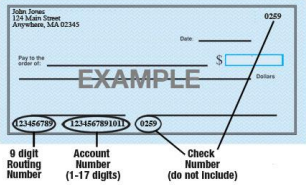
Please indicate an email address: _____

Caution: ANWSD cannot guarantee the security of information sent to non-ANWSD email accounts.

IMPORTANT! Please read and sign before completing and submitting this form

1. I understand that this agreement may be terminated by me or by the School District at any time by written notification. Any such notification requires a reasonable time to act upon it.
2. I authorize the School District to debit my account only for the purpose of correcting an erroneous credit previously deposited to my account provided that, prior to the debit, the School District has notified me in writing of the reason for the debt.
3. If I am erroneously or improperly paid more than is owed to me, I authorize the School District recovery in full the overpayment occurred and I agree that I will repay all amounts paid in excess, regardless of how the overpayment occurred.

Make sure to indicate what kind of account, along with amount to be deposited, if less than your total net paycheck.

 <p><small>9 digit Routing Number Account Number (1-17 digits) Check Number (do not include)</small></p>	<p style="text-align: center;">Account 1* <i>I wish to deposit: \$ (Fill in Amount below) or <input type="checkbox"/> Entire Net Amount</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Amount of Deposit</td> <td style="width: 40%; text-align: center;">\$</td> </tr> <tr> <td colspan="2" style="text-align: center;">Name of Financial Institution:</td> </tr> <tr> <td colspan="2" style="text-align: center;">9-Digit Routing Number:</td> </tr> <tr> <td colspan="2" style="text-align: center;">Account Number (1-17 digits):</td> </tr> </table> <p style="text-align: right;">Type: Checking <input type="checkbox"/> or Savings <input type="checkbox"/></p>	Amount of Deposit	\$	Name of Financial Institution:		9-Digit Routing Number:		Account Number (1-17 digits):									
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***For each account listed, please attach a VOIDED CHECK or Saving Deposit Slip and return to the Central Office**

I have read and understand the conditions of this Deposit Form, if I have elected Direct Deposit I authorize the Addison Northwest School District to automatically deposit any funds owed to me to my account at the Depository Financial Institution(s) named. I understand that it is my responsibility to update my email information when changed via a new form.



Employee Signature: _____ **Date:** _____