

LAKE CENTRAL SCHOOL CORPORATION

Authorization for Direct Deposit - Employee Form

Employee Information:

Name _____ Social Security # _____ Date _____

This authorizes Lake Central School Corporation to send dollar amount entries electronically or by any other commercially accepted method for all **Payroll/Accounts Payable** payments, to my (our) **accounts(s)** indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. If monies to which I am not entitled are deposited to my account, I authorize to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization, or until revoked by me in writing or upon termination of my employment with said.

Required Bank Information: Attach a voided check OR a letter from the bank authorizing direct deposit for each checking/savings account.

Account 1 Deposit: Full ☐ Partial ☐ _____
Amount only

Employee Bank Name: _____

Routing Number: _____

Adding: ☐ Changing: ☐ Stopping: ☐

Checking's: ☐ Saving's: ☐ Other: ☐

Account Number: _____

Account 2 Deposit: Full ☐ Partial ☐ _____
Amount only

Employee Bank Name: _____

Routing Number: _____

Adding: ☐ Changing: ☐ Stopping: ☐

Checking's: ☐ Saving's: ☐ Other: ☐

Account Number: _____

Account 3 Deposit: Full ☐ Partial ☐ _____
Amount only

Employee Bank Name: _____

Routing Number: _____

Adding: ☐ Changing: ☐ Stopping: ☐

Checking's: ☐ Saving's: ☐ Other: ☐

Account Number: _____

PLEASE ATTACH A VOIDED CHECK THAT WILL ENABLE US TO VERIFY YOUR BANK TRANSIT NUMBER.

(staple check here)

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.

Check Example

*:123456789

Routing number

⑆0000123456

account number

*:1234

check number

Employee Signature

Date

IMPORTANT: This document must be signed by Employees requesting automatic deposit.

Original to Payroll Department