

Please make a selection: New Employee \_\_\_\_ or Change of Information \_\_\_\_

Payroll \_\_\_\_  
Accounts Payable \_\_\_\_

**MIAMI TRACE LOCAL SCHOOL DISTRICT**  
**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT**

I hereby authorize the **MIAMI TRACE LOCAL SCHOOL DISTRICT** hereinafter referred to as **DISTRICT**, to initiate credit entries and to initiate, if necessary debit entries and adjustment for any credit entries in error to my account or accounts listed below.

	FINANCIAL INSTIUTION NAME	*TRANSIT/ABA NO.	ACCOUNT NO.	TYPE OF ACCOUNT (Checking or Savings)	**% OF PAY	**AMOUNT
1						
2						
3						
4						
5						

Employees are permitted to have up to five direct deposit accounts.

Please note that the employee's name must be on the bank account to insure that the district is paying wages to the employee.

This authority is to remain in full force until the **DISTRICT** has received written notification from me of its termination in such timely manner as to afford the District and financial institution to institute changes.

NAME \_\_\_\_\_SSN \_\_\_\_\_

DATE \_\_\_\_\_SIGNATURE \_\_\_\_\_

\* Nine digit number that appears on the bottom left side of a check.

\*\* This is where you designate a percentage of pay or fixed amount. Percentages must add up to 100%.

\*\*\* It is critical that this information is correct so the money will be deposited in the correct account number at the appropriate bank. If you have questions about obtaining the correct transit or account numbers, please contact your financial institution.

\*\*\*\* Please attach a voided check.

All information on the Direct Deposit Authorization Form is required and is confidential. The information will be used to process payment data from Miami Trace Local Schools to the financial institution and/or its agent. Failure to provide the requested information may affect the process of this form and may delay or prevent the receipt of payments through the Direct Deposits/Electronic Funds Transfer Program.

It is the responsibility of the employee to obtain and submit the information necessary to process a direct deposit. Any changes made by you or your bank regarding your account must be provided to the payroll department in writing by completing a new sign-up sheet and must be received seven (7) working days prior to the effective pay date.