

**SHAWNEE LOCAL SCHOOL DISTRICT
PAYROLL DIRECT DEPOSIT – AUTHORIZATION AGREEMENT**

I hereby authorize Shawnee Local School District to initiate electronic entries to my checking and/or savings account(s) at the following financial institution(s):

ACCOUNT #1: Check one: CHECKING SAVINGS

FINANCIAL INSTITUTION NAME: _____

ROUTING/TRANSIT NUMBER: _____

ACCOUNT NUMBER: _____

AMOUNT: \$ _____ OR _____ %

ACCOUNT #2: Check one: CHECKING SAVINGS

FINANCIAL INSTITUTION NAME: _____

ROUTING/TRANSIT NUMBER: _____

ACCOUNT NUMBER: _____

AMOUNT: \$ _____ OR _____ %

ACCOUNT #3: Check one: CHECKING SAVINGS

FINANCIAL INSTITUTION NAME: _____

ROUTING/TRANSIT NUMBER: _____

ACCOUNT NUMBER: _____

AMOUNT: \$ _____ OR _____ %

If only percentages are used, total must equal 100%. If dollar amounts are used, one account must be marked as "remaining" amount.

The Routing/Transit Number is a nine-digit number, generally located in the bottom left-hand corner of bank checks or deposit slips.

This authorization is to remain in full force and effect until the Shawnee Local School Treasurer receives written notification from me of its termination in such time and in such manner as to afford the Shawnee Local School District and the Financial Institution reasonable time to act upon it.

EMPLOYEE NAME: _____ S.S. #: _____

SIGNATURE: _____ DATE: _____

You may have your direct deposit notification for each payroll sent to you in an email instead of receiving a paper copy. If you wish to do so, please provide your email address below. You may have it sent to more than one email address.

E-Mail Address: _____

E-Mail Address: _____

PLEASE ATTACH A BLANK DEPOSIT SLIP FOR EACH DIRECT DEPOSIT SAVINGS ACCOUNT AND A VOIDED CHECK FOR EACH CHECKING ACCOUNT.