



BUSINESS OFFICE DIRECT DEPOSIT FORM

This form is used to enroll in direct deposit. Payroll check direct deposit is mandatory for all School District of Fort Atkinson regular employees. You may have your pay electronically deposited at the bank or credit union of your choice as long as they accept ACH (Automated Clearing House) transactions. **Your deposit is limited to one account at one financial institution.** If you want your pay divided among accounts, you would need to make separate arrangements with your financial institution. Please contact the Business Office at 920.563.7800 if you have any questions.

To begin direct deposit, please complete the back side of this page (Direct Deposit Authorization Agreement) and turn it into the Business Office with a voided check or deposit slip from the account you wish to have your payroll check deposited into. Following are instructions on how to complete the Direct Deposit Authorization Agreement.

PAYROLL DIRECT DEPOSIT INSTRUCTIONS FOR COMPLETION OF AUTHORIZATION AGREEMENT

1. Under Depository, enter the name of the financial institution where you would like the deposit to be made. Immediately beneath the depository name, enter the city, state and zip code of the financial institution.
2. The information to be entered under Transit/ABA Number (should always be nine digits) and Account Number (number of digits may vary) can be obtained from your personal check or deposit slip (example below).

The image shows a check from 'YourBank of Tampa' with the following details: Payee: JOHN DOE, 1124 Maple St., Tampa, FL 33602. Amount: \$1101. The check number is 1101. The MICR line at the bottom is: @1010011:0551005115100 1101. Red arrows point to the 'Transit / ABA Number' (055100511) and the 'Account Number' (115100).

If you are unable to locate these numbers, or are uncertain if you have the correct ones, please verify them with your financial institution.

3. Indicate which type of account, checking OR savings, you are using. You cannot make deposits to more than one account.
4. Print your name, sign and date the form at the bottom.
5. Under Social Security Number, you must enter your Social Security Number.
6. Attach a voided check or deposit slip from the account.

You are encouraged to make and keep a photocopy of the completed Direct Deposit Authorization Agreement for your records. Send the completed original form with a voided check or deposit slip attached to the Business Office.

If you desire to change the depository and/or account where your check is being deposited, you must complete another Direct Deposit Authorization Agreement and forward it to the Business Office with a voided check or deposit slip attached. The change will be implemented as quickly as possible. Additional forms are available on our website at:

<http://www.fortschools.org/departments.cfm?subpage=212139>



DIRECT DEPOSIT AUTHORIZATION AGREEMENT

I hereby authorize the School District of Fort Atkinson (hereinafter called "DISTRICT") to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below (hereinafter called "DEPOSITORY") to credit and/or debit the same to such account.

DEPOSITORY (Bank or Credit Union):	Transit/ABA (Routing) Number:
Location of DEPOSITORY:	Account Number:
Type of Account (check one): <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

This authority is to remain in full force and effect until DISTRICT has received written notification from me of its termination in such time and in such manner as to afford DISTRICT and the DEPOSITORY a reasonable opportunity to act on it.

Name (please print):	Social Security Number:
School/Dept:	
This Authorization Agreement is:	
<input type="checkbox"/> New <input type="checkbox"/> Change Banks & Account <input type="checkbox"/> Change Account <input type="checkbox"/> Stop Completely	
Signature:	Date:

***** PLEASE ATTACH A VOIDED CHECK OR DEPOSIT SLIP TO THIS FORM *****

You are encouraged to make and keep a photocopy of this Direct Deposit Authorization Agreement, when completed, for your records.