



EMPLOYEE REQUEST:

CHANGE (Section A) **OR** **ADD** (Section B)

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize Roselle Board of Education to initiate automatic deposits to my account at the financial institution named below. I also authorize Roselle Board of Education to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Roselle Board of Education responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. This agreement will remain in effect until Roselle Board of Education receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

I am aware that it is my responsibility to 1) immediately notify Payroll & 2) provide a new direct deposit form **listing a new account number for my Payroll deposit immediately**. This is necessary if there are any issues with the current direct deposit account number listed for my Payroll such as it is closed/cancelled/changed.

Account Information

SECTION A: STOP & CHANGE DIRECT DEPOSIT ACCOUNT ON FILE:

Bank Name: _____
Account #: _____

NEW DIRECT DEPOSIT ACCOUNT:

- 100% OF PAYROLL
- CHECKING SAVING

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

OR

SPLIT PAYROLL WAGES INTO 2 NEW ACCOUNTS

PRIMARY Bank: _____

SECONDARY Bank: _____

Primary Routing Number: _____

SECONDARY Routing Number: _____

Account Number: _____

Account Number: _____

SECTION B: Please keep Direct Deposit Account(s) on file & add this Account

- CHECKING SAVING

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

DOLLAR AMOUNT (NOT PERCENTAGE) TO BE DEPOSITED: \$ _____

Print Name: _____ **Date:** _____

Please attach a voided check or Bank Direct Deposit Statement to the Payroll Department in person or interoffice ONLY.