

NORTH HILLS SCHOOL DISTRICT DIRECT DEPOSIT APPLICATION

A **VOIDED** check (or deposit slip for a savings account) must accompany this application. If your account is with a Credit Union, it is strongly suggested that you have the account number and routing number verified by the Credit Union prior to submitting this form.

NAME

SOCIAL SECURITY NUMBER

BUILDING

NAME OF FINANCIAL INSTITUTION

ADDRESS

TRANSIT ROUTING NUMBER (first set of magnetic numbers on the bottom of your check)

ACCOUNT NUMBER

TYPE OF ACCOUNT:

CHECKING ACCOUNT **OR** SAVINGS ACCOUNT

I authorize North Hills School District and the financial institution named above to deposit the net amount of my pay into my account. I also understand that that North Hills School District may cancel/reverse any direct deposit as necessary.

SIGNATURE

DATE

Direct Deposit applications and/or changes must be submitted to payroll by the 20th of each month to take effect on the mid-month payroll. No changes will be processed for the month-end payrolls.

Upon receipt of your first Direct Deposit notification, we recommend that you verify the deposit with your bank. After that NO notifications will be printed.

Dirdep 8/11