

PAYROLL AUTHORIZATION FOR DIRECT DEPOSIT INTO EMPLOYEE'S ACCOUNT(S)

SECTION 1: Employee Information

Employee Name: _____

Job Title: _____ Primary Phone: _____

SECTION 2: Direct Deposit Information (fill in as necessary) *Instructions:* Employees must designate one main or "Net balance" account. If an employee has only one account, they must enter it as their Net balance account. If an employee is adding more than one account, direct deposits are distributed to accounts in the order they specify below starting with account "1." An employee cannot elect direct deposit for more than **3 accounts**. Employees must indicate if they want to **add** or **delete** an account or **change an amount** to an existing account. Employees can elect a specific amount (\$) or percentage (%) of each paycheck to be distributed to additional accounts. Any excess funds left over after all direct deposits are processed will be deposited in the net balance account. The total of the percentages cannot exceed 100%. The balance account is the account where the remaining amount of your pay is deposited once distribution has been made to your additional accounts 1-2-3.

Note: A copy of a cancelled check or a letter from your bank or institution which includes your name, the routing and the account number must accompany this form for all new accounts.

- * To find the **Routing Number**, look at the bottom, left side of your personal check. You will find the nine-digit transit number there.
- * If it is a savings, account, contact your bank/credit union for assistance.

			Routing #	Account #	Account Type		\$ or % or Net Balance		
<input type="checkbox"/>	Add	<input type="checkbox"/>	1		<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	
<input type="checkbox"/>	Delete	<input type="checkbox"/>	2		<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	
<input type="checkbox"/>	Delete	<input type="checkbox"/>	3		<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	

To update Net Balance Account complete below grid.

			Routing #	Account #	Account Type		\$ or %		
<input type="checkbox"/>	Add	<input type="checkbox"/>	1		<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	
<input type="checkbox"/>	Delete	<input type="checkbox"/>	2		<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings	

SECTION 3: Complete, Sign and Return to your Human Resources/Payroll Office

I hereby authorize the Hamilton Wenham Regional School District ("HWRSD") to deposit my net pay and/or deductions to the financial institution(s) listed above. The HWRSD is also authorized to debit any over deposit or error which it has caused to be made to my account. I understand that I may cancel this authorization anytime with proper written notice to the Human Resources/Payroll Office.

In addition I authorize the HWRSD to provide my direct deposit information to me via electronic mail. I understand that I will no longer receive a paper voucher and it is my responsibility to advise the Payroll Office of any changes to my e-mail address that would result in an electronic delivery failure. Please use the e-mail address listed below to deliver my payroll voucher. **Employee E-Mail Address:** _____

Employee Signature: _____ Date: _____