

SCHOOL DISTRICT OF HOWARDS GROVE

403 Audubon Road, Howards Grove, Wisconsin 53083 (920) 565-4454

Payroll Direct Deposit

As a condition of employment, all employees shall have their payroll check deposited directly to a bank of their choice, in a bank in the Automated Clearing House (ACH) system. The following information needs to be completed and submitted to Human Resources at least 2 weeks before your first pay date or requested date of change.

EMPLOYEE NAME: _____

You may elect to have your net pay split between two accounts.

Direct deposit instructions:

Deposit my entire NET pay into Main Account.

Deposit \$ _____ into Secondary Account with balance deposited into Main Account.

ATTACH VOIDED CHECK FOR ACCOUNT NUMBER VALIDATION.

Main Account

Bank Name _____

Bank city, state _____

Bank routing number _____ Account number _____

Checking

Savings

Secondary Account

Bank Name _____

Bank city, state _____

Bank routing number _____ Account number _____

Checking

Savings

I hereby authorize the School District of Howards Grove to initiate ACH entries to my account(s) indicated above and the depository (bank) named above. This authority will remain in effect until written notification from me of its termination in such time and in such manner as to afford The District a reasonable opportunity to act on it.

Signature _____ Date _____