

**PAYROLL DIRECT DEPOSIT**

Name: \_\_\_\_\_

Employee Number (for current employees): \_\_\_\_\_

Direct Deposit is a convenient way to have your pay directly deposited into a bank account or credit union on payday. You may elect up to four (4) accounts to deposit your paycheck into. Please complete the following information and designate where and how much you want deposited into each account.

**Checking Account:**

Please attach a **voided check** for each checking account you want your pay deposited into. (Deposit tickets do not work, please attach a voided check)

1. Bank Routing number \_\_\_\_\_  
Checking Account Number \_\_\_\_\_  
Amount to deposit in this account: \_\_\_\_\_% or \$ \_\_\_\_\_

2. Bank Routing number \_\_\_\_\_  
Checking Account Number \_\_\_\_\_  
Amount to deposit in this account: \_\_\_\_\_% or \$ \_\_\_\_\_

**Savings Account:**

Please attach a **savings deposit ticket** for each savings account you want your pay deposited into.

1. Bank Routing number \_\_\_\_\_  
Savings Account Number \_\_\_\_\_  
Amount to deposit in this account: \_\_\_\_\_% or \$ \_\_\_\_\_

2. Bank Routing number \_\_\_\_\_  
Savings Account Number \_\_\_\_\_  
Amount to deposit in this account: \_\_\_\_\_% or \$ \_\_\_\_\_

I authorize my paycheck to be direct deposited into the above selected accounts.

If a depositing error occurs, I authorize Lakeville Area Public Schools to reverse payroll funds from my account if necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date