

LEBANON R-III SCHOOL DISTRICT

Payroll Department Authorization Agreement Direct Deposit (ACH Credits)



I hereby authorize Lebanon R-3 School District, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Checking and/or Savings indicated below and the depository (bank) named below, hereinafter called DEPOSITORY (Bank) to credit and/or debit the same to such account.

If you are depositing to two different banks, please fill out one form for each bank. Payroll checks are deposited on the 15th of each month. **A voided check or deposit slip must be included.**

Depository Name (Bank):

Address:

City, State:

Zip Code:

Bank Routing Number:

The diagram shows a check with the following fields: NAME, ADDRESS, CITY, STATE, ZIP; DATE; PAY TO THE ORDER OF; \$; BANK NAME, ADDRESS, CITY, STATE, ZIP; FOR; and MICR line: @ 23456789 0 234567890 123 * 0 123. Labels below the MICR line identify the segments as Bank Routing Number, Bank Account Number, and Check Number.

Name (print):

Date:

Signature

Checking Account Number

* List specified amt

Deposit entire check

Specified amount per month *

Remainder of check

Savings Account Number

* List specified amt

Deposit entire check

Specified amount per month *

Remainder of check

NOTE: If you change any banking information, you will need to notify Central Office Payroll Department *immediately* and complete a new authorization agreement for direct deposit.