

# AUTHORIZATION FORM FOR DIRECT DEPOSIT

Harrison Hills City School District has mandatory direct deposit. Therefore, you hereby authorize the Direct Deposit of your net pay by HHCS D in the account(s) and financial institution(s) indicated below. In the event that HHCS D deposits funds erroneously into your account, you authorize HHCS D to debit your account for the amount not to exceed the original amount of the credit.

**CHECK ONE:**       New             Change             Cancel

Employee Name (please print/type): \_\_\_\_\_

Employee Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

You may elect up to two accounts.

**A canceled or voided check must accompany each authorization or this form will be returned.**

1. Financial Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Routing Transit Number: \_\_\_\_\_  Checking             Savings

Account Number: \_\_\_\_\_ %

2. Financial Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Routing Transit Number: \_\_\_\_\_  Checking             Savings

Account Number: \_\_\_\_\_ %

**NOTE:** If you choose only one financial institution to deposit to the % must equal 100%. If choosing more than one account to deposit to the total % of the two accounts must equal 100%.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Your direct deposit notice will be emailed to your school email account and/or other email account. On the notice it will state the date the funds will be deposited to your account(s). This notice may be sent to 2 emails however, if you have a school email, it must be listed first.

School Email Address: \_\_\_\_\_

Secondary email address: \_\_\_\_\_

It can take up to 30 days to process changes or begin participation. A regular paycheck may be received between changes. It may take up to 15 days from the date of notice to stop participation. Do not presume the direct deposit has been accepted by your Financial Institution until you receive a direct deposit advice statement and you have checked with your financial institution to be sure that the deposit was posted to your account(s).

Office Use Only: Date Received: \_\_\_\_\_