Authorization for Direct Deposit – Employee Form

This authorizes **Kaneland Community Unit School District #302** to send credit entries, electronically or by any other commercially accepted method, to my accounts indicated below.

New direct deposit account set up or a change: □ **New Setup** □ **Change**

Account #1

Account #1 Type (check one): □ Checking □ Savings

_____ _____

Employee Bank Name | Bank Phone Number

_____ _____

Bank Routing Number (ABA#) | Account Number

_____

Dollar Amount to be Deposited to This Account

Account #2 (Remainder to be deposited to this account)

Account #2 Type (check one): □ Checking □ Savings

_____ _____

Employee Bank Name | Bank Phone Number

_____ _____

Bank Routing Number (ABA#) | Account Number

Please attach a voided check or savings deposit slip for each account here.

This authorization will be in effect until Kaneland CUSD #302 receives a written termination notice from myself and has a reasonable opportunity to act on it.

Signature _____ Date _____

Important: This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Employees must attach a voided check or savings deposit slip for each of their accounts to help verify their account numbers and bank routing numbers. **Direct deposits will become effective on the second payroll check after you have submitted your information.**

Please return completed form to Barb Bradford or Eileen Brettman in the District office.

2/24/10