

DISTRICT 742 DIRECT DEPOSIT/ESS PERMISSION FORM

If you want to deposit to a checking account, please attach a voided check from your checking account (not a deposit slip).

If you prefer to have all or part of your payroll check deposited to a savings account, please attach a deposit slip showing the bank name, account number, and the bank routing number.

If you are depositing to more than one account, please attach bank information for both accounts and indicate a set amount you want to deposit and which account should receive the set amount. The remaining net will automatically go to the second account.

Please indicate the type of account you will deposit to:

CHECKING ACCOUNT

SAVINGS ACCOUNT

Deposits are made available to your bank on the designated payroll date. Earning Statements will be issued in place of a payroll check - - listing all pay, deduction, and benefit information.

Payroll information is now available on-line from the District's website: <http://isd742.org/StaffNET/>. If you would like to participate in paperless payroll, please check the box below. Once your request is in place, you will no longer receive printed copies of your direct deposit information.

By checking this box, I am stating that I will access my payroll information on-line and I understand that a paper copy will no longer be printed for me.

Banking information must be submitted to the Payroll Office 2 weeks before the change will go in effect. 10-month employees receiving deposits through the summer must have any new banking information submitted by June 1. Bank information submitted for direct deposit after June 1 will not be made until the following September 15 payroll. All remaining summer deposits will be made using the banking information on file on June 2.

Please attach your banking information and return this form to the Payroll Office.

I authorize District 742 and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error for the current pay period only. If there are any other problems or adjustments needed, District 742 will work out details with me in person.

EMPLOYEE NAME (Please Print)

SIGNATURE

DATE

*****Please staple check/deposit slip here.**