



## Direct Deposit Authorization

**Employee Name** (please print) \_\_\_\_\_

I authorize the Ballard Community School District to automatically deposit my net pay to my account. This authorization will remain in effect as long as I am employed by the Ballard Community School District or a written request is given by me to change the direct deposit activity. I understand that the rewrite of paychecks will not be possible with Direct Deposit and any adjustments will take place the following pay period.

Financial Institution Name \_\_\_\_\_

Bank routing number: \_\_\_\_\_

Checking account number \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Savings account number \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Financial Institution Name \_\_\_\_\_

Bank routing number: \_\_\_\_\_

Checking account number \_\_\_\_\_ Deposit Amount \_\_\_\_\_

Savings account number \_\_\_\_\_ Deposit Amount \_\_\_\_\_

(only one account can have a fixed amount, the other will receive the remaining balance)

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

You must attach a VOID check here: