

ELECTRONIC DIRECT DEPOSIT

The Parkston Public school offers DIRECT DEPOSIT. Now you can have your paycheck automatically deposited in your checking or savings account on payday. And you don't have to change your present banking relationship to take advantage of this service.

DIRECT DEPOSIT will help you in many ways.

- *it saves trips to your financial institution
- *it saves time in depositing checks-no long payday lines to wait in
- *it eliminates the possibility of lost, stolen or forged checks
- *your money is deposited faster-reduces the possibility of overdrafts
- *it means you get your money deposited to your account even if you're on vacation or away from the office on business or illness

HERE'S HOW DIRECT DEPOSIT WORKS:

On payday you will receive an earnings statement showing gross salary, taxes, other deductions and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

We believe you will like the added convenience of having your net pay automatically deposited for you. DIRECT DEPOSIT is safe, convenient and easy. To take advantage of this service, complete the authorization form below and return it to the Payroll Department.

Something New:

Now you may have your check split to different accounts at the same bank or different banks. One account needs to be specified as a balance account. Example, have \$300.00 of your check go to your savings account and the balance of your check go to a checking account.

EMPLOYEES AUTHORIZATION: Please fill out and return to the Business Office.

I authorize you and the financial institution(s) listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the account(s) listed:

(The first account listed must be the "balance" account, the other can have specific dollar amounts.)

	ACCOUNT TYPE		BANK ROUTING # (9 DIGITS)										ACCOUNT NUMBER (INCLUDE ALL ZEROS)	\$ AMOUNT	FINANCIAL INSTITUTION			
	CHECKING	SAVINGS																
1.			:												:		BALANCE	
2.			:												:			
3.			:												:			
4.			:												:			
5.			:												:			
6.			:												:			

Name (please print)

Signature

Date

PLEASE STAPLE A VOIDED CHECK FOR ALL THE ABOVE ACCOUNTS LISTED.

Without a voided check, error's may occur in recording account numbers. If deposits are attempted with in correct account numbers the deposit is not made and a fee is charged to the District; which will be passed on to you.