

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT
Issaquah School District #411

Printed Legal Name _____ Last 4 digits of SSN# _____

I hereby authorize the Issaquah School District, hereinafter called the District, to initiate credit entries to my bank accounts, and the depository (bank) indicated below to credit the same such accounts. This authority is to remain in full force and effect until the District has received written notification from me of its termination in such a time and manner as to afford the District a reasonable opportunity to act. If overpayment is, for any reason, credited to my account, I understand the arrangements must be made with the District to return such payments. I agree to indemnify the Issaquah School District for any loss, liability, or expense incurred in connection with this agreement.

Signature (In Ink) _____ Date _____

You may elect to have your pay directly deposited to a maximum of two banks/accounts. If your pay in any month is less than the fixed deduction amount indicated for Bank 2, your entire net pay for that month will be deposited only to Bank 1. **If you choose direct deposit to one account only, complete just the information for REQUIRED BANK 1 (top).**

REQUIRED BANK 1: DEPOSIT NET PAY TO THIS ACCOUNT

This is a Checking Account Savings Account

Attach "voided" check here for REQUIRED BANK 1* (Net Pay)

If no check is available, attach a letter from financial institution with account number and bank routing number

OPTIONAL BANK 2: DEPOSIT A FIXED DOLLAR AMOUNT TO THIS ACCOUNT. THE FIXED AMOUNT IS \$ _____

THIS WILL APPEAR AS A DEDUCTION ON YOUR PAYROLL CHECK STUB.

This is a Checking Account Savings Account

Attach "voided" check here for OPTIONAL BANK 2*
(Fixed Dollar Amount/Deduction)

If no check is available, attach a letter from financial institution with account number and bank routing number

This option is not available to substitute employees

Forms must be received in Payroll by the 5th of the month in order to be effective for that month's payroll.