

NORTHWESTERN LOCAL SCHOOL DISTRICT

DIRECT DEPOSIT AUTHORIZATION

100% OF YOUR PAYCHECK MUST BE DIRECT DEPOSITED. YOU MAY DISTRIBUTE YOUR CHECK INTO A MAXIMUM OF FIVE (5) ACCOUNTS. THE ACCOUNTS DO NOT HAVE TO BE WITH THE SAME BANKING INSTITUTION.

<u>BANK NAME</u>	<u>TYPE OF ACCT CHK OR SAV</u>	<u>*BANK ROUTING NUMBER</u>	<u>ACCOUNT NUMBER</u>	<u>**AMOUNT TO DEPOSIT</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*Bank routing number is the 9 digit number that appears on the bottom of your check starting with "04" or "24"

**Amount to deposit may be stated in dollars or as a percentage of your paycheck. One account must be expressed as a percentage to cover the balance of your paycheck.

Employee Name: _____

Email Address: _____

(nrws school e-mail preferred)

PLEASE ATTACH A VOIDED CHECK OR A COPY OF YOUR CHECK

You will not receive a paper copy of your payroll check. Your payroll information will be sent to your e-mail address above. If you have any concerns regarding this, please contact the Treasurers office.

I hereby authorize Northwestern Local Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entered in error to my account or accounts listed above. This authority is to remain in full force until employer has received written notification from me of its termination in such time and in such to afford the Employer and Financial Institution a reasonable opportunity to act on it.

Signature: _____

Date: _____