

Plumas Lake Elementary School District

Employee Direct Deposit Enrollment Form

General Instructions: (1) Fill out and sign this form, (2) Attach a voided check for each checking account (*not a deposit slip*), and (3) Return this to your Payroll Manager. If you want to deposit into a savings account, have your bank provide you with the account number and the routing and transit number (*it usually is not the number on a deposit slip*). See example at bottom.

Important! Employees: please read and sign the following before you complete and submit your account information.

The undersigned hereby authorizes his or her employer or its designee ("Employer") to deposit any sums Employer owes to me into the bank or other financial institution ("Financial Institution") accounts identified below. The undersigned also authorizes Financial Institution to receive and accept any such deposits and credit the same to my account. If any deposit is made to my account in error by Employer, Financial Institution is authorized to return the erroneous payment to Employer and to debit my account for the same in an amount not to exceed the amount of the erroneous deposit. This authorization shall remain in effect until revoked by the undersigned in writing so as to allow Employer and Financial Institution a reasonable opportunity to act.

Printed Name: _____ Social Security #: X X X - X X - _____

Employee Signature: _____ Date: _____ Company: _____

Employee Account Information. (*Last item must equal remaining balance. For more accounts, attach additional sheets*).

1. Bank Name, City, & State: _____

Routing & Transit Number: _____ Account Number: _____

Checking Savings Please deposit: \$ _____ or _____% or Entire Net Pay

2. Bank Name, City, & State: _____

Routing & Transit Number: _____ Account Number: _____

Checking Savings Please deposit: \$ _____ or _____% or Remaining Net Pay

3. Bank Name, City, & State: _____

Routing & Transit Number: _____ Account Number: _____

Checking Savings Please deposit: \$ _____ or _____% or Remaining Net Pay

The diagram shows a voided check with the following fields and callouts:

- Payor:** John & Jane Doe, 123 Your Street, Anywhere, USA 12345
- Date:** _____
- Pay To The Order Of:** _____
- Amount:** \$ _____ DOLLARS
- Bank:** YOUR BANK, 123 Your Bank's Street, Anywhere, USA 12345
- Memo:** _____
- Check Number:** 2001 (Callout: Check Number (is *not* needed to complete this form))
- Routing & Transit Number:** &012347678& (Callout: Routing & Transit # (9 digit number between these two symbols))
- Account Number:** 123456789/
- Check Date:** /2001/ (Callout: Checking Account # (usually follows the Routing & Transit #))

Attention Employers: Keep each original enrollment form on file as long as the employee is active and for 3 years afterward.