

**PENDLETON SCHOOL DISTRICT 16R
AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSIT**

I authorize Pendleton School District 16R to make a payment of any amounts owed to me for payroll by making deposits to my account indicated below, and I authorize the bank/credit union to accept any credit entries initiated by Pendleton School District to such account and to credit the same to such account.



YOUR NAME _____ **DATE** _____
PLEASE PRINT

SOCIAL SECURITY NUMBER _____

BANK/CREDIT UNION NAME _____

TRANSIT ROUTING NUMBER _____

ACCOUNT NUMBER _____ **CHECKING** ____ **SAVINGS** ____

SIGNATURE _____ **HOME PHONE NUMBER** _____

YOU MUST ATTACH A COPY OF A VOIDED CHECK WHEN RETURNING THE AUTHORIZATION TO THE PAYROLL DEPARTMENT.

Notify the Payroll Department immediately in writing if you are closing an account or changing banks or accounts. Written notification must be received by payroll before the 15th of the month for the change to be effective that month.

This authority is to remain in full force and effect until the Pendleton School District 16R has received written notification from me of its termination in such time and in such manner as to afford the Pendleton School District 16R a reasonable opportunity to act on it.

Normal processing procedure:

1st Paydate: You will still receive a check. The system will run a trial deposit to make sure that account is correct.

2nd Paydate: Your money will be directly deposited.

ATTACH VOIDED CHECK HERE: