

Payment Authorization Form

- New
- Change
- 2nd Skylight Paycard Account

Employee Information (please print)

First Name:

Last Name:

Email Address:

Phone Number:

Two convenient options

Direct Deposit

By choosing traditional direct deposit, your pay will be deposited directly into your checking or savings account each payday.

Skylight Paycard

With the Skylight paycard, your pay will be deposited onto a prepaid Visa card. The Skylight paycard can be used to make purchases or get cash everywhere Visa debit cards are accepted worldwide. It is not a credit card and there is no cost to enroll.

Electronic Deposit-Payroll Checks

1. Check the box on the left to activate/inactivate an account
2. Check the box for each **type of account** you would like to use
3. Fill in the account information and the deduction amount. For each account, you may select a whole dollar amount, 100%, or the remaining balance to be deposited. Note: for a 2nd Skylight paycard, flat amount only.

Action	Type of Account	Name of Financial Institute and Address	Bank Account Number	Bank Transit Number (9 digits)	Amount/Net
<input type="checkbox"/> Activate <input type="checkbox"/> Inactivate	<input type="checkbox"/> Skylight paycard				<input type="checkbox"/> \$____.00 <input type="checkbox"/> 100% <input type="checkbox"/> Remaining Balance
<input type="checkbox"/> Activate <input type="checkbox"/> Inactivate	<input type="checkbox"/> Checking <input type="checkbox"/> Savings				<input type="checkbox"/> \$____.00 <input type="checkbox"/> 100% <input type="checkbox"/> Remaining Balance
<input type="checkbox"/> Activate <input type="checkbox"/> Inactivate	<input type="checkbox"/> Checking <input type="checkbox"/> Savings				<input type="checkbox"/> \$____.00 <input type="checkbox"/> 100% <input type="checkbox"/> Remaining Balance

Documentation Required

For **CHECKING** accounts, a void check is required.

For **SAVINGS** accounts, banking verification of routing/bank transit number is required.

Do not attach a deposit slip; the routing number is not always correct!

I hereby authorize USD 402, Augusta Public Schools, to initiate credit entries (deposits) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my Skylight paycard or bank account. This authorization will remain in effect until cancelled by me with written notification to the Payroll Department.

Signature of Payee: _____

Date: _____

ALL INFORMATION SUBMITTED WILL BE TREATED AS PRIVATE AND CONFIDENTIAL