

# PRESIDIO INDEPENDENT SCHOOL DISTRICT

## PAYROLL OFFICE

### DIRECT DEPOSIT

**This form must be turned in to the Payroll Clerk two weeks prior to the payroll date when direct deposit becomes effective.**

I \_\_\_\_\_ give the Presidio Independent School District Payroll Clerk authorization to begin direct deposit of my paychecks effective on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.\*

**\*MUST BE A PAYROLL DATE\***

Please print the following information:

<b>Employee's Name:</b> _____	<b>Employee #:</b> _____
<b>Bank Name:</b> _____	<b>Account #:</b> _____
<b>Address:</b> _____	<b>Routing #:</b> _____
<b>Bank Contact Name:</b> _____	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

It is the **EMPLOYEE'S RESPONSIBILITY to confirm with the bank that the deposit has been made to the account prior to expending funds.** Bank charges for checks written prior to confirmation of direct deposit are not the responsibility of the school district.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*Cancellation of direct deposit must be made in written form. Forms are available in the Business Office. Cancellation notice must be given two weeks prior to the payroll date.*