

Bosqueville ISD  
Employee Electronic Deposit Authorization

**Employee Information**

Employee Name

Social Security Number

Address

City, State Zip

**Bank Information**

Bank Name:

Bank Address

City, State Zip

Bank Contact/Phone Number

Bank Routing Transit Number

Bank Account Number:

Transaction Code:

I authorize Bosqueville ISD to electronically direct deposit my payroll check on a monthly basis. I am aware that I must notify my bank that my check will be deposited in this manner and that I must supply Bosqueville ISD with accurate and complete bank and account information.

**Employee Signature**

**Date**

**Employee Information Instructions:** Please supply accurate name, social security number and address information.

**Bank Instructions:** All bank information refers to the bank where the employee wants their check sent.

The bank routing transit number is the routing transit number at the bank where you have your account.

The bank account number is your personal account number.

The transaction code references whether you want your check deposited to a checking or savings account. The transaction code for checking is 22, savings is 23.

*It is recommended that once you have completed the authorization form that you have someone at your bank verify the accuracy of the information.*

The authorization form must be signed and dated before we can set you up for direct deposit.