

# Essex North Supervisory Union and Canaan School District

## AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

EMPLOYEE NAME: \_\_\_\_\_

- Start depositing my net pay per paycheck as indicated below \_\_\_\_\_ (effective date)
- Change my current direct option as indicated below (only the account listed will be changed, <sup>1\*</sup> this will inactivate all previous deposits if appropriate)
- Add to my current direct deposit option already in force as indicated below (all other accounts remain active)

A. Primary Account:             Balance    (All Net Pay or remainder after secondary account)

BANK NAME: \_\_\_\_\_ BRANCH \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
ROUTING NUMBER<sup>2\*</sup> \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_  
ACCOUNT TYPE:     CHECKING     SAVINGS

B. Secondary Account:             Fixed Amount \_\_\_\_\_

BANK NAME: \_\_\_\_\_ BRANCH \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
ROUTING NUMBER<sup>2\*</sup> \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_  
ACCOUNT TYPE:     CHECKING     SAVINGS

I hereby authorize Essex North Supervisory Union and/or Canaan School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my accounts listed above.

This authority is to remain in full force until Essex North Supervisory Union or Canaan School District has received written notification from me of its termination in such timely manner to afford Essex North Supervisory Union or Canaan School District and the Financial Institution(s) listed above a reasonable opportunity to act on it.

\_\_\_\_\_

\_\_\_\_\_

Employee's Signature

Date

1\* It may take up to 1 pay period for Payroll to process a Direct Deposit Authorization.

2\* This information can be found on the bottom of your personal checks, just preceding your account number. If you are unsure about the routing number, please contact your financial institution representative.

• ATTACH A VOIDED CHECK (for checking) OR A VOIDED DEPOSIT SLIP (for savings) TO THIS FORM

Return form to: Essex North Supervisory Union