

**MANDATORY DIRECT DEPOSIT  
Employee Authorization Form**

All BASD employees are paid by direct deposit into a bank account(s) of their choice. The authorization which is provided below gives BASD and your financial institution(s) authority to deposit your pay into your account(s).

1. Fill in the name of your Financial Institution(s), routing number(s), and your account number(s)
2. Mark the type of account to indicate whether your pay will be deposited into your checking or savings account.
3. Indicate the amount of money you would like placed into each of your non-primary accounts. The balance will be deposited into your primary account.
4. Attach your voided check(s).
5. Return your completed form to Payroll.

The first payroll cycle banking information is verified, therefore employees will receive an actual check. Subsequent checks will be direct deposited. This applies to new employees as well as any changes for existing employees.

<u>Financial Institution Name</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Checking/Savings</u>	<u>Amount</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby authorize Berwick Area School District to initiate credit entries to my account(s) indicated below and the financial institution(s) named below, to credit the same to such account(s). I acknowledge that the origination of ACH transactions to my account(s) must comply with provision of U.S. law. This authority is to remain in full force and effect until BASD has received written notification from me of its termination in such time and manner as to afford BASD and my Financial Institution a reasonable opportunity to act on it.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*PLEASE ATTACH A VOIDED CHECK\*\*