



MANDATORY DIRECT DEPOSIT
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

The Sandusky City Schools payroll department is hereby authorized to provide for the direct deposit of my payroll check to the bank, savings and loan institution, credit union or brokerage house as listed below. This authority shall remain in full force and effect until the Sandusky City Schools payroll department has received written notification from me of its termination in such time and in such a manner to afford the payroll department and the depository a reasonable opportunity to act.

Employee Name: _____

Employee ID Number: _____

Account #1

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Account Type: ___ Checking ___ Savings ___ Other
Please specify: _____

Amount to be direct deposited each payroll (or 100%): _____

Attach a voided check for checking account or deposit slip for savings account to the back of this form.

Account #2

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Account Type: ___ Checking ___ Savings ___ Other
Please specify: _____

Amount to be direct deposited each payroll (or balance): _____

Attach a voided check for checking account or deposit slip for savings account to the back of this form.

Account #3

Bank Name: _____

Bank Routing Number: _____

Bank Account Number: _____

Account Type: ___ Checking ___ Savings ___ Other
Please specify: _____

Amount to be direct deposited each payroll (or balance): _____

Attach a voided check for checking account or deposit slip for savings account to the back of this form.