

Faribault Public Schools – ISD #656 Direct Deposit Authorization

I authorize you and the financial institution listed below to initiate electronic credit entries. This authority will remain in effect until I have cancelled it in writing in such timely manner as to afford Employer and Financial Institution a reasonable opportunity to act on it. I understand that I may receive a regular check until the bank pre-notification period has been completed (normally one pay period). I also authorize ISD# 656 to adjust payrolls that have resulted in overpayments according to the current garnishment rules. The adjustment may be on one check or spread over several until the overpayment has been paid in full.

_____	_____	_____
Name (please print)	(SMARTeR ID#)	Phone # (in case of questions or problems)
_____		_____
Signature		Date

Email address for Payroll Notifications

↓ PRIMARY DIRECT DEPOSIT ↓

Note: Total amount of **NET CHECK** will be deposited to this account.

<input type="checkbox"/> Add	<input type="checkbox"/> Change	
_____	_____	_____
*Financial Institution	Routing Number	Account Number
<input type="checkbox"/> Savings <input type="checkbox"/> Checking		
Type of Account		
*Attach a void check or savings slip		

↓ DEPOSITS TO ADDITIONAL ACCOUNTS ↓

Note: Accounts below are ONLY to be filled in if you would like specific amounts to be sent to additional accounts. (i.e., savings and checking). Be sure to include voided checks or savings slips for each account noted below.

<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Change
_____	_____	_____
*Financial Institution	Routing Number	Account Number
\$ _____	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	
Amount	Type of Account	
*Attach a void check or savings slip		

<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Change
_____	_____	_____
*Financial Institution	Routing Number	Account Number
\$ _____	<input type="checkbox"/> Savings <input type="checkbox"/> Checking	
Amount	Type of Account	
*Attach a void check or savings slip		

*Attach a voided check (for checking accounts) and/or savings slip (for savings accounts) for verification of all financial institution information, in particular Transit Routing and Account Number information.