

Washington Northeast Supervisory Union

Direct Deposit Authorization

I, \_\_\_\_\_, authorize Washington Northeast Supervisory Union, Cabot School and/or Twinfield Union School to electronically deposit my paycheck into the following accounts:

Banking Institution	Account#	ABA Routing #	Type of Account	Amount
1. _____				
2. _____				

You may deposit your check into any banking institution that is a member of the Automated Clearing House (ACH). Most banking institutions are ACH members. You are allowed to deposit your money into a maximum of two accounts. If you choose to deposit your check into more than one account, please indicate a dollar figure in one account and specify which account you wish to have the remaining balance deposited. For example:

<u>Banking Institution</u>	<u>Account#</u>	<u>ABA Routing #</u>	<u>Type of Account</u>	<u>Amount</u>
Bank XXX	1234	01100062	Savings	\$100.00
Bank YYY	5678	01100033	Checking	Balance

Please attach a copy of a voided check or deposit slip with this form, for each account you want your money to be deposited.

Direct deposit is available to all employees, including substitutes, coaches and advisors. Your direct deposit will be in your account the Friday morning of payday. You will receive a pay stub on payday that lists all your payroll information for that pay period. If you discover an error has been made, please speak with the bookkeeper, the error will be corrected on your next check.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

If you have any questions, please contact Amy at 454-9924 ex.205.