

Direct Deposit Authorization for RCS Employees
MUST BE PRESENTED IN PERSON IN THE PAYROLL DEPARTMENT WITH TWO
FORMS OF ID (SCHOOL ID REQUIRED)

Options for direct deposit of your pay:

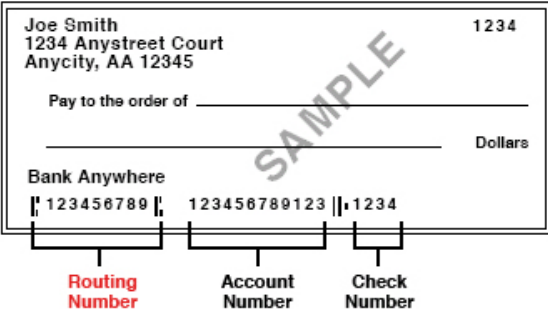
1. Deposit your entire pay into one bank account.
2. Deposit of a specific dollar amount in up to three bank accounts, with the remaining balance of your pay deposited into a different bank account.

If you would like to choose option 1, please complete Section A.

If you would like to choose option 2, complete Section A and the reverse side of this form.

Section A – Primary Net Pay Account

Bank Name	<input type="checkbox"/> checking OR <input type="checkbox"/> savings
Routing Number	Account Number



I have read the rules and guidelines listed on the back of this form, and I authorize the deposit of funds into the account(s) listed above.

 Signature Date

 Name (Please print) District Employee Number

**** PLEASE NOTE ** - YOU MAY RECEIVE A PHYSICAL CHECK FOR THE FIRST PAY AFTER THIS FORM IS SUBMITTED.**

PLEASE SEE REVERSE

Section B – Additional Account (Optional)

Specific dollar amount of deposit \$ _____

Bank Name	<input type="checkbox"/> checking OR <input type="checkbox"/> savings
Routing Number	Account Number

Section C – Additional Account (Optional)

Specific dollar amount of deposit \$ _____

Bank Name	<input type="checkbox"/> checking OR <input type="checkbox"/> savings
Routing Number	Account Number

Section D – Additional Account (Optional)

Specific dollar amount of deposit \$ _____

Bank Name	<input type="checkbox"/> checking OR <input type="checkbox"/> savings
Routing Number	Account Number

- I understand that due to the necessity to test this account, it will take one or more pay cycles before your direct deposit will begin.
- I understand that if this is a change to an existing direct deposit order, I will receive a check rather than a direct deposit voucher in the interim while my new request is processed.
- I will not close any bank account that I have my pay deposited to without first notifying the Payroll Department.
- I hereby authorize Rochester Community Schools to make deposits in the account(s) identified on this form and authorize the bank to accept these deposits. Adjusting entries to correct errors are also authorized.
- It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association.
- I understand that Rochester Community Schools may discontinue my direct deposit if needed. Advance notification will be provided.