

**WEST YORK AREA SCHOOL DISTRICT
DIRECT DEPOSIT AUTHORIZATION FORM**

Please complete the following information:

Name: _____ Employee ID # _____

Account #1

Name of Financial Institution _____

Bank Transit Routing Number (9 Digits): _____

Bank Account Number: _____

Type of Account (Please circle one) CHECKING SAVING Amount: _____ NET PAY

Account #2

Name of Financial Institution _____

Bank Transit Routing Number (9 Digits): _____

Bank Account Number: _____

Type of Account (Please circle one) CHECKING SAVING Amount: _____

IMPORTANT: To insure your paychecks are accurately deposited, please include a voided check (checking account) or deposit slip (savings account). After starting or changing information, we will test the numbers with the bank before money is sent. If you already have your Account #1 where your net pay will continue to be deposited this will not change but Account #2 will be pre-noted the first time.

Authorization Agreement

I hereby authorize West York Area School District Payroll Department to have my paychecks directly deposited to the bank account(s) I have indicated on this form.

I also understand that this arrangement will remain in effect until I notify West York Area School District Payroll Department **in writing** any changes in direct depositing of my paychecks.

Signature

Date

Any Bank or Financial Institution that is connected with the Automated Clearing House may be used to deposit funds. If you are uncertain about whether your bank can receive direct deposit transactions, you should check with them. With Direct Deposit, you will be able to view/print your voucher detailing your earnings and deductions through the EmployeePortal. Under Direct Deposit information your financial institution and amount will be listed. This amount will be available in your designated account at the opening of business on that particular payday. Please check with your individual banking institution for availability. Please attach a current voided check or a copy of a check in the designated space above. If your bank has recently merged, you may need to contact the bank to make sure your account number and ABA routing number are correct. Return the completed form to Payroll in the business office.