

# Authorization Form for Payroll Direct Deposit (EFT)

## Purpose of Authorization

### Employee Information

\_\_\_\_\_  
Employee's name (please print)

\_\_\_\_\_  
Soc Sec Num (last 4 digits)

### Banking/Financial Institution Information

\_\_\_\_ **Add New** \_\_\_\_\_

Name of Bank/Financial Institution #1

\_\_\_\_\_  
Phone number

\_\_\_\_ **Change Current** \_\_\_\_\_

\_\_\_\_ **Stop** \_\_\_\_\_  
Account # for Institution #1

\_\_\_\_\_  
Amount **OR** Net

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Effective Payroll Date  
(takes 2 payrolls for new)

**Circle one**  
checking  
savings

=====  
\_\_\_\_ **Add New** \_\_\_\_\_

Name of Bank/Financial Institution #2

\_\_\_\_\_  
Phone number

\_\_\_\_ **Change Current** \_\_\_\_\_

\_\_\_\_ **Stop** \_\_\_\_\_  
Account # for Institution #2

\_\_\_\_\_  
Amount **OR** Net

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Effective Payroll Date  
(takes 2 payrolls for new)

**Circle one**  
checking  
savings

=====  
\_\_\_\_ **Add New** \_\_\_\_\_

Name of Bank/Financial Institution #3

\_\_\_\_\_  
Phone number

\_\_\_\_ **Change Current** \_\_\_\_\_

\_\_\_\_ **Stop** \_\_\_\_\_  
Account # for Institution #3

\_\_\_\_\_  
Amount **OR** Net

\_\_\_\_\_  
Bank Routing Number

\_\_\_\_\_  
Effective Payroll Date  
(takes 2 payrolls for new)

**Circle one**  
checking  
savings

### Authorization Statement

I hereby authorize Perry Public Schools to send to the above for direct deposit to my account and withdraw any funds deposited in error into my account(s). I understand I may terminate this agreement at any time by completing another "Authorization Form for Payroll Direct Deposit (EFT)" form and send it to the Business Office, allowing reasonable time for my employer to act upon my request for termination. There will be a 2-payroll cycle turnaround on all new transactions or account changes. If only changing amount, it will be changed on the first available payroll.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Please attach a voided check/deposit slip for each account**