

**Gwinn Area Community Schools
Gwinn, Michigan 49841**

DIRECT PAYROLL DEPOSIT PROCEDURE

As an added benefit to our employees, we can automatically deposit your pay into your checking or savings account. Thanks to new advances in electronic banking, everyone who has an account with almost any financial institution in Michigan, or elsewhere in the U.S. may have this convenience.

The benefits to you are many, for instance –regular paychecks are not released until 8:00 a.m. on Friday, whereas direct deposit funds are available on Thursday; no more waiting in lines at the bank, no possibility of losing your check, no paycheck concerns when you are not at work due to illness, vacation, snow days or holidays. They all mean added convenience and security for you.

To authorize automatic deposit of your pay, please fill out the authorization form (below). You have the option of selecting disbursement of your pay into two separate accounts at one financial institution, or one account each at two financial institutions. **Attach a voided bank check (not payroll check) or deposit ticket**, and return it to the Payroll Department. A prenote (test) will occur the first pay after the receipt of the authorization form with actual deposit being made the second pay. You will not receive a pay stub, but can view your payroll information at the following website: <http://admin.gwinn.k12.mi.us/cgi-bin/EmployeeWeb/ew-login.p>

If you have any questions, please contact Terri Brintlinger at 346-0303.

AUTHORIZATION AGREEMENT FOR SMART DEPOSIT

Please fill out and return to your Payroll Department.

Company Name: Gwinn Area Community Schools

Company ID: 38-6002598

I (we) hereby authorize Gwinn Area Community Schools , to initiate credit entries and to initiate, if necessary, debit entries and adjustment for any credit entries in error to my (our) bank account(s) indicated below and the financial institution named below, to credit and/or debit the same to such account. This authority is to remain in full force and effect until the Gwinn Area Community Schools has received written notification from me (or either of us) of its termination in such time and in such manner as to give the Gwinn Area Community Schools and financial institution a reasonable opportunity to act on it. Termination of employment will void this authorization.

<u>Name of Bank</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>% / Amount</u>	<u>Savings or Checking</u>
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1) _____

2) _____

3) _____

Name(s) _____ SS# _____

Date _____ Signature _____