

OTTUMWA COMMUNITY SCHOOL DISTRICT

DIRECT DEPOSIT AUTHORIZATION

You may use up to three bank accounts to split your pay. For example, you could have \$50 per pay deposited into a savings account at Wells Fargo with the remainder of your pay into a checking account at the Ottumwa School Employees Credit Union. The bank routing number is found at the bottom of a check or deposit slip and is always nine digits long. The account number is also at the bottom of the check or deposit slip and can be up to 17 digits long. **PLEASE ATTACH A VOIDED CHECK TO THIS FORM.**

Print Name: _____

ACCOUNT#1: Checking ___ Savings ___ Account #1 is always the remainder account.

Bank Name: _____

Account # _____ Routing # _ _ _ _ _

ACCOUNT#2: Checking ___ Savings ___ Amount \$ _____

Bank Name: _____

Account # _____ Routing # _ _ _ _ _

ACCOUNT#3: Checking ___ Savings ___ Amount \$ _____

Bank Name: _____

Account # _____ Routing # _ _ _ _ _

I hereby request and authorize the Ottumwa Community School District to deposit directly to the financial institution(s) selected by me and listed below all net pay due me at the time set by the school district. I also authorize the school district to make debit entries to the designated account as may be necessary to correct erroneous credit entries. The agreement supersedes all direct deposit agreements with a prior date.

Employee Signature _____ **Date** _____

****If you would like your direct deposit stub sent via email, please list the email address you would like it sent to:** _____

Direct Deposit to take effect: _____ Received in Payroll Dept. by _____