

# Herscher C.U.S.D. #2

501 N Main Street - PO Box 504  
Herscher Illinois 60941

## ACH Participant (DIRECT DEPOSIT) Authorization Form

Authorization Agreement for Preauthorized Payments – ACH Credits

I hereby authorize Herscher School District #2, to initiate credit entries for \_\_\_\_\_, and initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated below and the depository named below, hereinafter called depository, to credit and/or debit the same to such account. A separate form must be used for each account.

Depository Name: \_\_\_\_\_

Depository Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Depository Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Type (Check One):    Checking \_\_\_\_\_    Savings \_\_\_\_\_

Amount to be Deposited:    Account #1 – Please deposit \$\_\_\_\_\_ or 100%\_\_\_\_\_

Account #2, #3, and so on. Please fill out a separate form with the correct account information.

Please deposit \$\_\_\_\_\_ or 100% of remaining amount.

*This authority is to remain in full force and effect until HSD#2 has received written notification from me of its termination in such time and in such manner as to afford HSD#2 and depository a reasonable opportunity to act on it.*

Email Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

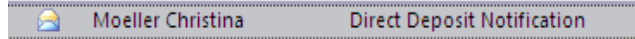
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

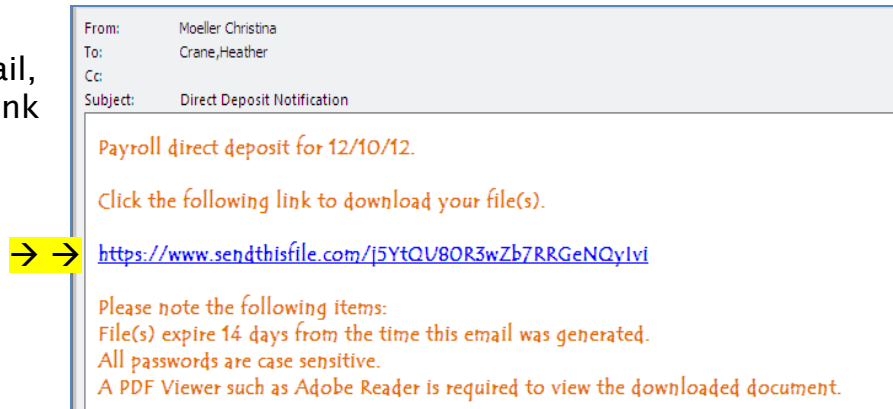
**A voided check (for checking) or a deposit slip (for savings) MUST be attached.**

# Direct Deposit Voucher by Email

1. You will receive an email from Payroll Date: Today



2. When you open email, CLICK on the blue link



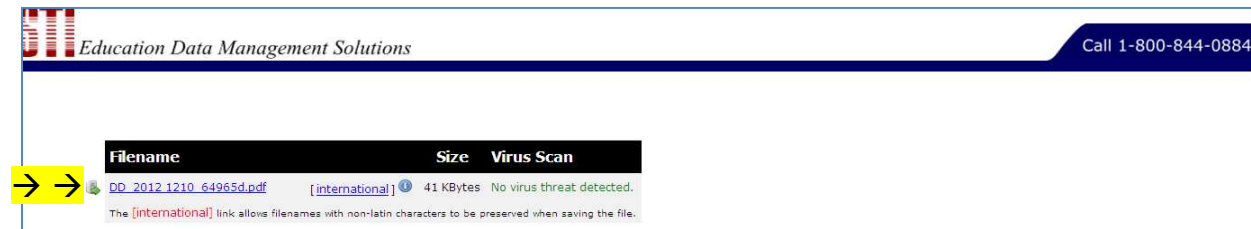
3. Enter your password

last 4 digits of your SSN

& Click SUBMIT



4. Direct Deposit Voucher will appear as BLUE link.



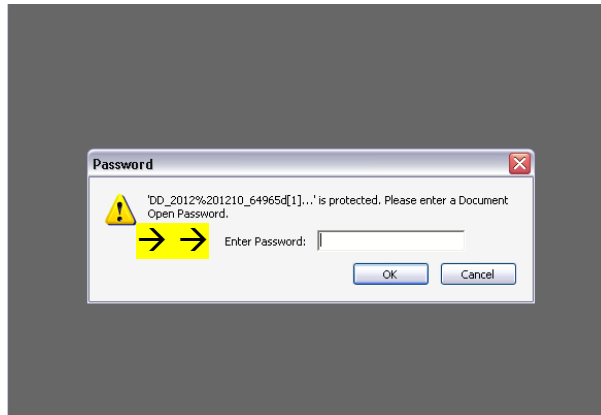
CLICK ON LINK

5. OPEN

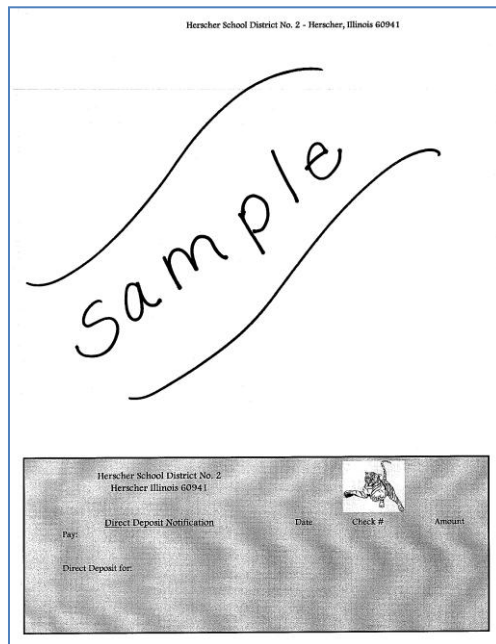


6. Enter password *again*.  
last 4 digits of your SSN

CLICK OK



7. Your Pay Stub!



## Important Note:

Links can only be opened twice in a 14 day period then it **EXPIRES!**

**You will want to 'Save As' while opened to a secure file.**