
DIRECT DEPOSIT INFORMATION

- **DIRECT DEPOSIT IS MANDATORY**. Anyone receiving pay *must* participate.
- Any bank or Credit Union in the United States is eligible. Direct Deposit is available only to personal checking or savings accounts.
- Payroll requires a **void check** with pre-printed 1) Bank federal ABA routing number 2) Employee name; 3) Account number; and 4) Type of account (C or S). Also accepted is a letter with required information on bank letterhead.

**NO HANDWRITTEN INFORMATION IS ACCEPTED, NO
TEMPORARY CHECKS**

- A maximum of two separate financial institutions are possible. A new form will supersede any forms on file; therefore a new second bank deduction will automatically cancel the original bank deduction. Deposits within the same financial institution are handled within each facility, not via this form.
- The net amount of your payroll is electronically sent to designated bank and available on the date of the payroll.
- Direct deposit notices are sent to employees at their school (or home if during summer break).
- Additional authorization forms are available in the Business Office, please have interested employees and substitutes call 815-899-8109, or stop by. They are also available in SHAREPOINT under Business Office > Payroll forms.

Direct Deposit/Bank Deduction Authorization Agreement - Sycamore CUSD #427

NET DIRECT DEPOSIT IS MANDATORY

I hereby authorize the Sycamore Community School District #427 to initiate automatic deposits and/or credit entries in the net amount of my paycheck and to initiate, if necessary, debit entries and adjustments for any credit entries in error at the depository named below to either my savings or checking account, whichever appropriate:

NAME (please print)

1) I understand that the NET amount shown in my paycheck will be direct deposited to:

Financial Institution	
Address	
City, State, Zip	
Type of Account	<input type="radio"/> Checking <input type="radio"/> Savings
Account #	
ABA Routing No.	
Signature	Date

2) I understand that only one specified dollar amount BANK DEDUCTION can be taken from the gross amount and deposited into an account in a separate financial institution from the one shown above only after I have completed the top portion of this form, a bank change will automatically cancel a current deduction. (A verification of funds availability will be done before each payroll, if base net is lower than the amount designated, no deduction will be made, net will be deposited to the bank above.)

(NOTE: Any deposits to account within the same facility are not eligible for direct deposits of this type, those arrangements are to be made internally at your bank.)

Financial Institution	
Address	
City, State, Zip	
Amount of Deduction	\$
Type of Account	<input type="radio"/> Checking <input type="radio"/> Savings
Account #	
ABA Routing No.	
Signature	Date

This authority is to remain in full force and effect until Sycamore CUSD #427 has received written notification from me of its termination in such time, and in such manner as to afford the district and depository a reasonable opportunity to act on it.

AN ATTACHED VOIDED CHECK OR LETTER FROM EACH BANK INDICATING CORRECT ROUTING NUMBER(S) IS REQUIRED FOR EACH FINANCIAL INSTITUTION NAMED ABOVE. NO EXCEPTIONS. HANDWRITTEN DOCUMENTS WILL NOT BE ACCEPTED.

NET DEPOSIT: NEW _____ CHANGE_____

BANK DEDUCTION: NEW _____ AMOUNT CHANGE _____