

# Carbondale Area School District

## ACH Direct Deposit Authorization Form

Name: \_\_\_\_\_ S.S. #: \_\_\_\_\_

Bank or Credit Union Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Savings #: \_\_\_\_\_ Checking #: \_\_\_\_\_

Bank Routing # for ACH Purposes: \_\_\_\_\_

Bank Representative Signature: \_\_\_\_\_

By completing this form, you are authorizing Carbondale Area School District to directly deposit your net paycheck each pay date to the above named financial institution. To ensure deposits are accurately made, please follow instructions below:

1. Complete your name and social security number.
2. Enter name of bank (or credit union). Please be sure to verify that your bank or credit union participates in ACH for direct deposit.
3. Take this form to your bank or credit union and have a representative complete the account and routing transit numbers to comply with proper ACH format and sign form. This is **VERY IMPORTANT**. If the account number(s) do not comply with correct format, your direct deposit will not take place.
4. This authorization is to remain in full force and effect until Carbondale Area School District has received written notification from employee of its termination in such time and manner as to afford Carbondale Area School District and named depository reasonable opportunity to act upon it.
5. The first "test run" will not directly deposit your net check; but your pay stub will indicate name of bank (credit union) and dollar amount of deposit. This is strictly a test to ensure accurate information. Once you notice this on your pay stub, know that the very next paycheck will begin direct deposit.
6. Please attach a copy of a voided check or deposit slip (also voided).
7. Sign below and return to Carbondale Area School District Business Office, Rt. 6 – Brooklyn Street, Carbondale, PA 18407 Attn: Kim Michalek

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

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