

**MILLBROOK CENTRAL SCHOOL DISTRICT**

**Payroll Direct Deposit Authorization Agreement**

**(one application per account)**

I hereby authorize the Millbrook Central School District, hereinafter called Company, to initiate Credit entries to my Checking Account/Savings Account indicated below at the depository financial institution named below, hereinafter called Depository, and to credit the same to such account. I acknowledge that the origination of ACH transaction to my account must comply with the provisions of federal law.

\_\_\_ New    \_\_\_ Additional Account    \_\_\_ Change to Current Account

Financial Institution: \_\_\_\_\_

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

Checking \_\_\_ Savings \_\_\_

**Voided check must be attached for checking accounts**

Amount \_\_\_\_\_  
(\$/%)

This authorization is to remain in full force and effect until Company has received written notification from me of its termination in such time and in such manner as to afford Company and Depository a reasonable opportunity to act on it.

Name: \_\_\_\_\_ SS Number: \_\_\_\_\_  
(Please Print)

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

**NOTE: WRITTEN CREDIT AUTHORIZATION MUST PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.**

***Office Personnel Only***

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

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

Reason for decline: \_\_\_\_\_

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