

**DIRECT DEPOSIT AUTHORIZATION FORM
FOR PIKELAND CUSD #10 EMPLOYEES**

Pikeland employees will have their paycheck directly deposited into either their checking or savings account of the financial institution of their choice.

Pikeland CUSD #10 payroll is paid via direct deposit on the 25th of each month. If the 25th falls on a holiday or weekend, payday will be on the preceding business day. Employees will be issued a direct deposit voucher with monthly earnings each month.

NOTE: Bank or account changes can not be made after the 10th of current month's payroll. Change will take effect the following month.

INSTRUCTIONS

Fill out requested information below

You must attach a copy of a voided check or deposit slip of the account you wish to have your deposit sent to, showing the ABA/routing number as well as the account number.

Sign and enter date.

Return completed form to Lila Kattelman at the Board Office.

If you have any questions in completion of this form please contact Lila @ 285-2147 or lkattelman@pikeland.org

Name on Account: _____

Account Type (choose one): Checking___ Savings___

I hereby authorize Pikeland CUSD #10 to initiate the transaction to my account for the purposes of the above stated Automated Clearing (ACH) transaction. I also hereby authorize Pikeland CUSD #10 to debit my account in case of a payroll error, even if it is discovered after more than five days.

NOTICE: Direct deposit vouchers will be emailed to employees, please provide a

current e-mail address: _____

Signature: _____ Date: _____