

Swartz Creek Community Schools
8354 Cappy Lane, Swartz Creek, MI 48473-1299
(810) 591-2393 FAX: (810) 591-2784

Participation in direct deposit is **MANDATORY** for all employees. Please complete this form and return it to the *PAYROLL OFFICE*.

DIRECT DEPOSIT AUTHORIZATION FORM

Check one: **Start** Direct Deposit **Change** Existing Information

Employee Name: SSN:

Name of Financial Institution:

City: State: Zip:

Routing Number: (nine digit number at bottom/left of check)

Checking Account #: or Savings Account #:

For CHECKING Please attach a **VOIDED CHECK**
For SAVING Please attach a **SPECIFICATION SHEET** from your financial institution

I hereby authorize Swartz Creek Community Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit error to my account. This authority remains in effect until the Swartz Creek Schools Payroll Office receives written notification to cancel.

Employee Signature

Date

~PLEASE ATTACH CHECK OR SPECIFICATION SHEET HERE~