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Columbus I.S.D.

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DATE: January 31, 2014
TO: CISD Employees
FROM: Scott Leopold
Brenda Potter
RE: DIRECT DEPOSIT

CISD is now offering Direct Deposit requests to be split between two (2) separate bank accounts.

The first bank account must have a specific dollar amount listed and the second account will have the remaining balance of your check.

- Example: Check amount is \$553.50
 - Bank Account 1: \$210.00 (specific amount listed)
 - Bank Account 2: \$343.50 (Balance)

If you would like to sign up for this service, please complete the Authorization Agreement for Direct Deposits and forward the form to Brenda Potter. Once received, we will verify the information with the Banks listed and then the process will start. *IMPORTANT: If you are choosing a Savings account, please verify with your Bank the information required since you will not have a "voided check" to attach.*

For the change to be effective in February 2014, the Authorization form must be received by the following date:

- Bi-Weekly Pay (Pay date 02-21-2014): February 7, 2014
- Monthly Pay (Pay date 02-26-2014): February 7, 2014

Note: If you are keeping your Authorization "as is", no further action is required.

If you have any questions, please contact us.