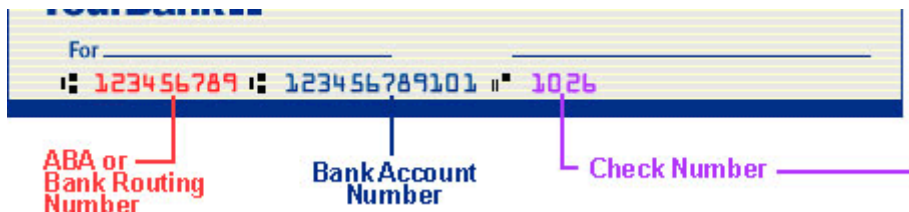




# Employee Direct Deposit Enrollment Form

To enroll in Direct Deposit, simply fill out this form and return to the Payroll & Benefits Coordinator. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found:



**Important! Please read and sign before completing and submitting.**

I hereby authorize Mundelein School District 75 to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Mundelein School District 75 to my account. In the event that Mundelein School District 75 deposits funds erroneously into my account, I authorize Mundelein School District 75 to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Mundelein School District 75 and Bank have received written notice from me of its termination in such time and in such manner as to afford Mundelein School District 75 and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

**Account Information**

To distribute to more accounts, please complete another form. Make sure to indicate what kind of account, along with the amount to be deposited, if less than your total net paycheck.

1. Bank Name/City/State: \_\_\_\_\_

Routing Transit # \_\_\_\_\_ Account #: \_\_\_\_\_

Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Entire net amount

2. Bank Name/City/State: \_\_\_\_\_

Routing Transit # \_\_\_\_\_ Account #: \_\_\_\_\_

Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Entire net amount

3. Bank Name/City/State: \_\_\_\_\_

Routing Transit # \_\_\_\_\_ Account #: \_\_\_\_\_

Checking  Savings  Other I wish to deposit: \$ \_\_\_\_\_ or  Entire net amount