

DIRECT DEPOSIT

With Direct Deposit, your pay is automatically deposited in your designated account each payday.

To enroll in the Direct Deposit Program, please complete the attached authorization form below and return to the payroll department.

Please note *** There is a 30 day waiting period for new employees of CISD.

1. Please indicate which type of account you want you pay deposited.
2. Fill in your account information.
3. Sign and date the form.
4. Attach a **voided check** (If you use checks, not a deposit form—the routing numbers are not always the same) for verification of your account information.
5. Forms must be submitted to the payroll department by the **1st day of the month** to be effective for that month’s payroll.

I authorize Comfort Independent School District and the Financial Institution named below to automatically deposit my net pay to my account (this includes my authorization to Comfort Independent School District to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it.

Type of Account: _____Checking _____Savings _____Other

Employee Name: _____

Employee ID#: _____

Financial Institution: _____

Transit Routing: _____

Account Number: _____

Signature: _____

Date: _____

ATTACH VOIDED CHECK OR INSTITUTION FORM
