

DIRECT DEPOSIT IS MANDATORY AS OF JULY 1, 2016

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL

I hereby authorize the New Kensington-Arnold School District (hereinafter, NKASD) to deposit any amounts owed to me by initiating credit entries to my account at the financial institution (hereinafter, BANK) indicated below.

Further, I authorize BANK to accept and to credit any credit entries initiated by NKASD to my account.

In the event that NKASD deposits fund erroneously into my account, I authorize NKASD to debit my account for an amount not to exceed the original amount of the erroneous credit.

Bank Name	_____	Account Number	
City	_____	<input type="checkbox"/>	Checking _____
State	_____	<input type="checkbox"/>	Savings _____
		Routing Number:	_____

This authorization is to remain in full force and effect until NKASD and/or BANK has received written notice from me of its termination in such time and manner as to afford the NKASD and/or BANK a reasonable opportunity to act on it.

Individual's Name (please print)

Individual's Signature

Date

*Updated
Form
4/13/2016*

COMPLETE THE ABOVE FORM ATTACHING A VOIDED CHECK AND RETURN IT TO DEBBIE KLEIDER IN THE PAYROLL DEPARTMENT VIA INTER-SCHOOL OR USPS MAIL. AFTER COMPLETION IT WILL TAKE 1 - 2 PAYS BEFORE THE DIRECT DEPOSIT TRANSFERS.

ALL PAPERWORK MUST BE RECEIVED BY THE PAYROLL DEPARTMENT NO LATER THAN JUNE 1ST (Mail to: NKASD-Administration, Attn: Debbie Kleider - Payroll, 707 Stevenson Blvd., New Kensington, PA 15068)