

Navarro Independent School District
Direct Deposit (ACH Credit)

Employee Name: _____ Employee ID#: _____

Primary Bank Name: _____

Transit/Routing #: _____ Account # _____

Checking Savings

I would like to deposit my entire paycheck into my primary bank account (specified above)

I would like to deposit a portion of my paycheck into a secondary bank account (below)

Secondary Bank Name (if applicable): _____

Transit/Routing #: _____ Account # _____

Checking Savings Amount \$ _____

Signature: _____ Date: _____

NOTES: If specified, net paycheck less secondary bank deposit amount will be deposited to primary bank account.

Amount of deposit must be an exact dollar amount.

Be sure to indicate checking or savings for each bank.

Direct deposit requests must be returned by the 10th of the month for that month's payroll.