

**Valley View Public Schools Community Unit School District 365U
Authorization Form for Direct Deposit of Paycheck**

Employee to Complete Below

I hereby authorize Valley View Public Schools Community Unit School District 365U to direct my pay for credit or deposit to my account indicated at the financial institution named below. I authorize Valley View Public Schools Community Unit School District 365U to initiate, if necessary, debit entries and/or adjustments for any credit or deposit entries made in error to my account. *This authorization revokes all prior payment direction notification applicable to my pay.*

Name of Employee:	Employee Identification Number:
Signature:	Date:

This authorization is to remain in full force and effective until Valley View Public Schools has received written notification from me of its termination in such time and in such manner as to afford the District and Financial Institution listed below a reasonable opportunity to act on it. I understand that should I fail to notify the District of any change or closing of my bank account, the District will not be held responsible and I will assume any costs, should they incur, as a result.

Financial Institution to Complete Below

Name of Financial Organization:	Branch Designation, If Applicable:
Address:	Phone:
Routing Number:	Indicate One: <input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
Depositor Account Title (i.e. Joe Smith):	Depositor Account Number:

Return completed form *with* a VOIDED check or Bank Deposit Authorization Form to the Payroll Department at the Administrative Center.

Direct Deposit Provisions

The Direct Deposit option for Payroll is open to all employees subject to the following provisions:

1. If you choose direct deposit, all pay will be directly deposited including stipends, additional hours, overtime, etc.
2. Your direct deposit can only go to one bank account.

You will receive a pre-note indication on your bank statement indicating the test for your direct deposit has begun. Please allow time for this process before direct deposit begins.

Date Received: