

St. Bernard-Elmwood Place Schools Direct Deposit Authorization Form

- Please complete this form and return it to the Payroll Department.
- Be sure to include a voided (cancelled) check from your checking account and/or a deposit slip for your savings account, whichever is applicable. The details from the check/deposit slip will be used to verify account details.
- You also have the option to deposit a part of your net pay into a secondary account, such as a savings or credit union account. Please specify the dollar amount from your net pay that should be deposited in your secondary account.

Name:	Your Bank/Financial Institution:

Primary Account Number _____	Secondary Account Number _____
Primary Routing Number _____	Secondary Routing Number _____
Checking <input type="checkbox"/> Savings <input type="checkbox"/>	Dollar Amount \$ _____ Please check the applicable option: Checking <input type="checkbox"/> Savings <input type="checkbox"/>

**** Please provide e-mail address below to receive direct deposit notices.**

I authorize St. Bernard Elmwood Place Schools and the above Financial Institution to deposit my net pay and/or flat amount automatically into my account(s) each payday, and to initiate any necessary adjustments for entries made in error to my account.

Signature: _____ Date: _____

Attach Voided Check Slip Here