

Employee Number _____

Last Name First Middle

Job Title _____

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

(Direct Deposit form and instructions)

I hereby authorize the Toledo Public Schools, to initiate credit/debit entries as necessary to my checking and/or savings account(s) indicated below in the Financial Institution named below, to credit/debit the same to such account.

Primary Account (Check one) All _____ or **Remaining** _____ See Secondary Account (below) for Specific Dollar Amount(s)

Financial Institution _____ Checking _____ Savings _____

Transit-ABA No. _____ Account No. _____

Secondary Account

Financial Institution _____ Checking _____ Savings _____

Transit-ABA No. _____ Account No. _____

Amount of Deposit \$ _____

Pre-Note _____
P.E. Date (Office Use Only)

This authority is to remain in full force until the Toledo Public Schools has received written notification of its termination in such time and in such manner as to afford the Toledo Public Schools a reasonable opportunity to act.

Signature _____ Date _____

Instructions:

1. Print your Name, Employee Number and Job Title on the top portion of this form.
2. Indicate whether the payroll check is to be deposited into a Checking or Savings account.
3. Enter Bank Transit and Account information.
4. You must include a voided check (no starter checks accepted) or a letter from the bank on the bank letterhead with your name, transit number, and account number for your primary and/or secondary accounts.
5. Sign and Date where indicated on the lower part of this form.
6. Special instructions: Note - the first account MUST indicate ALL or REMAINING
- the second account ONLY may have a specific dollar amount.
7. The white copy of this form, with a voided check or bank letter attached, must be delivered to the Payroll Office (Room #2) in the Thurgood Marshall building, 420 East Manhattan Boulevard, Toledo, Ohio 43608.

Direct Deposit may take up to two (2) pay periods to take effect.

Please keep the yellow copy for your records.

Distribution: Payroll (White)
Employee (Yellow)