



Direct Deposit Request

Direct Deposits can be processed for up to three accounts. Due to processing, it takes **ONE FULL PAYROLL CYCLE** for direct deposits to take effect. For example, you submit a direct deposit request on March 3RD. You will still receive an actual check on March 15th. On March 31st, direct deposit will take effect. You will receive a direct deposit notice sent directly to your e-mail account.

IMPORTANT: For each account, attach a blank, voided check; or a copy of a blank check; or notice from your bank with account and routing number information. These will be used for account verification.

Please Print Applicant Name, School Building,
e-mail address _____

Bank #1 Bank Name _____

Routing # _____ Account # _____

Please Check: Account Type: [] Checking [] Savings [] \$ _____ [] Remaining Balance

Bank #2 Bank Name _____

Routing # _____ Account # _____

Please Check: Account Type: [] Checking [] Savings [] \$ _____ [] Remaining Balance

Bank #3 Bank Name _____

Routing # _____ Account # _____

Please Check: Account Type: [] Checking [] Savings [] \$ _____ [] Remaining Balance

I hereby authorize and request that Batavia Public Schools electronically deposit by payroll directly to the bank(s) and accounts(s) listed above. I understand that this agreement will remain in effect until cancelled by written notice from myself.

Applicant Signature Date