

# HUNTINGDON AREA SCHOOL DISTRICT

## DIRECT DEPOSIT REQUEST

### ACCOUNT INFORMATION:

**BANK # 1 - Check One:**    New Employee    Change Existing Deposit    Additional Deduction

**Account Type:**    Checking (attach voided check)    Savings (attach voided deposit ticket)

**Bank Name:** \_\_\_\_\_ **ABA #:** \_\_\_\_\_

**City and State:** \_\_\_\_\_ **ACCOUNT #:** \_\_\_\_\_

DEPOSIT FULL CHECK                       DEPOSIT \$ \_\_\_\_\_ PER PAY

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**BANK # 2 - Check One:**    New Employee    Change Existing Deposit    Additional Deduction

**Account Type:**    Checking (attach voided check)    Savings (attach voided deposit ticket)

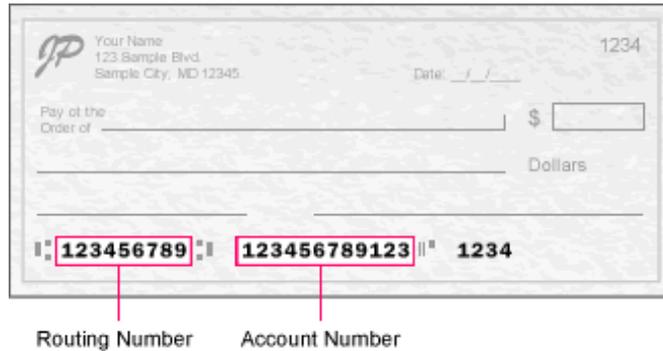
**Bank Name:** \_\_\_\_\_ **ABA #:** \_\_\_\_\_

**City and State:** \_\_\_\_\_ **ACCOUNT #:** \_\_\_\_\_

DEPOSIT REMAINING BALANCE                       DEPOSIT \$ \_\_\_\_\_ PER PAY

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**\*NOTE: PLEASE ATTACH A VOIDED CHECK TO THIS FORM**

I hereby authorize the Huntingdon Area School District (HASD) to initiate payroll credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my bank account indicated below and authorize them to credit and/or debit the same to such account.

This direct deposit authorization is to remain in full force and effect until the HASD has received notification from me of its termination at least two pay periods prior to revocation, allowing sufficient time for the HASD to act upon my request. In like manner, the HASD will provide me with written notification of revocation of this direct deposit authorization at least two pay periods prior to termination.

**If opening a new checking or savings account, do not close current account until the changeover is complete.**

Please return this form to the Payroll Department. If you are using a savings account, send a letter from your financial institution with your routing number and savings account number. **You will have a regular (live) check the first payroll.** The purpose of this is to run a pre-note on your account. If there is no problem with your pre-note, the following payroll you will receive a direct deposit into your account.

**Print Name:** \_\_\_\_\_ **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_