



# Shelby Eastern Schools

## Direct Deposit Authorization

### AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (ACH CREDITS)

I hereby authorize Shelby Eastern Schools to automatically deposit my pay into the account(s) and financial institution(s) indicated (maximum of two accounts from up to two institutions). In the unlikely event of an overpayment, I authorize my financial institution(s) to debit only the amount of overpayment. I understand that I will be notified in writing should such action become necessary.

1. FINANCIAL INSTITUTION NAME \_\_\_\_\_ \*TRANSIT/ROUTING # \_\_\_\_\_ TYPE OF  
ACCOUNT \_\_\_\_\_ (CHECKING, SAVINGS)

ADDRESS \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
 AMOUNT \$ \_\_\_\_\_

2. FINANCIAL INSTITUTION NAME \_\_\_\_\_ \*TRANSIT/ROUTING # \_\_\_\_\_ TYPE OF  
ACCOUNT \_\_\_\_\_ (CHECKING, SAVINGS)

ADDRESS \_\_\_\_\_ ACCOUNT # \_\_\_\_\_  
 AMOUNT \$ \_\_\_\_\_

I understand that this authorization will remain in effect until Shelby Eastern Schools receives written notification from me of its termination, in such manner as to afford Shelby Eastern and the financial institution(s) a reasonable opportunity to act.

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

\*NINE DIGIT NUMBER THAT APPEARS IN THE BOTTOM LEFT CORNER OF A CHECK.

INCLUDE A VOIDED CHECK FROM YOUR CHECKING ACCOUNT(S) TO VERIFY INFORMATION ON THE AUTHORIZATION FORM.