

**WARREN COUNTY R-III SCHOOL DISTRICT
DIRECT DEPOSIT AUTHORIZATION FORM**

The Warren County R-III School District is authorized to direct deposit net paychecks to a personal account at the following banking institution. A voided check for my personal account is attached below.

Employee Name _____

Bank/Credit Union Name _____

Account Number _____

Account Type Checking Savings

**PLEASE ATTACH A COPY OF A VOIDED CHECK BELOW
TO VERIFY ACCOUNT NUMBER AND ROUTING NUMBER.**

The payroll office must have this information by the 1st of the month in order for any changes in account number or bank to be effective that pay period. Be sure to verify your first direct deposit pay stub for accuracy.

You will still receive a check stub or direct deposit voucher on payday. This will indicate your check amount, deductions, and all year-to-date totals.

Name _____
Please print

Signature _____

Date _____

- This is a new enrollment
- This is a change in account and/or financial institution. (If this is a change of account and/or bank, **do not close your account** at your financial institution until you are certain funds have been directed to your new account.)

ATTACH VOIDED CHECK HERE