

# Direct Deposit Authorization



This request Supersedes All Previous Requests for

Primary Account ☐ Secondary Account ☐ (please check)

Your payroll earnings will be deposited into your primary account. You may request an additional direct deposit that is an exact dollar amount to a different financial institution.

I hereby authorize Uintah School District, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below to credit and debit the same entries to such account. This authorization is to remain in full force and effect until Uintah School District has received written notification from me terminating direct deposit, at such time and in such manner as to afford the district a reasonable time to act. I realize that I am responsible to notify Uintah School District when changes are made regarding my account.

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Primary Account

Name of Institution: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Routing #:

Account Number: \_\_\_\_\_

Deposit To: ☐ Savings ☐ Checking

## Secondary Account-\$ Amount Only

Name of Institution: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Routing #:

Account Number: \_\_\_\_\_

Deposit Amount \$  .

Deposit To: ☐ Savings ☐ Checking

Note: **ATTACH VOIDED CHECK BELOW** to validate account information for checking account deposits. A savings account will require information from your financial institution.