

DIRECT DEPOSIT FORM

Welcome to the Direct Deposit Program. It is a safe and convenient way to have your bi-weekly payroll check deposited into any financial institute or multiple institutes of your choice.

Please fill out the information below and attach a voided check or direct deposit information from your bank, whichever may apply.

Completed forms should be sent to: HR Department Attention Lora Gonzales.

Your direct deposit will start two pays from the receipt of the signed direct deposit form.

You are responsible for notifying payroll of any changes to your account number or the closing of your account.

If you should have any questions please call Lora Gonzales @ (248) 399-7800 x3410 or lgonzales@madisonschools.k12.mi.us .

Circle one: Checking Savings Canceling

Routing # (must be 9 digits): _ _ _ _ _

Account #: _ _ _ _ _

Set Dollar amount if more than one account: \$_____

Name of Bank: _____

Print: _____

Signature _____ Date: _____