

Direct Deposit Agreement Form

UNITY SCHOOL DISTRICT

Authorization Agreement

I hereby authorize **UNITY SCHOOL DISTRICT** to initiate automatic deposits to my account at the financial institution named below. I also authorize **UNITY SCHOOL DISTRICT** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **UNITY SCHOOL DISTRICT** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **UNITY SCHOOL DISTRICT** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

Account 1 Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Deposit Net Check

Deposit Flat amount of \$ _____ per check

Account 2 Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Deposit Net Check

Deposit Flat amount of \$ _____ per check

Account 3 Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

Checking

Savings

Deposit Net Check

Deposit Flat amount of \$ _____ per check

SIGNATURE

Authorized Signature (Primary): _____ **Date:** _____

Please attach a voided check or deposit slip and return this form to the Payroll Department.