

**DIRECT DEPOSIT AUTHORIZATION FORM
STAMFORD ISD**

I hereby authorize Stamford ISD to initiate entries to my checking/savings account specified below and, if necessary initiate adjustments for any transactions credited in error. This authority will remain in effect until Stamford ISD is notified by me in writing at the Superintendent's office to cancel it in such time as to afford Stamford ISD and the employee bank a reasonable opportunity to act on it.

Employee Bank and Account Information

Name of Bank

Address of Bank - (Branch, City, State & Zip)

Type of Account (Checking or Savings)

Account Number

Employee Information

Employee Social Security Number

Employee Signature

Date

Stamford ISD Finance Officer Signature

Date Received in Superintendent's Office

Note: Once this form has been received in the Superintendent's Office a prenote file (or dummy transaction) will be created with the next payroll run and sent through to your institution to notify them of your intentions to direct deposit and also to make sure that all information is correct for future transactions. Your net check will be transferred with the payroll following the one when you prenote file is transmitted.

Example: You submit this form before the second Friday in January (payroll cutoff)

January Payroll: Your prenote file is created and transmitted but you will still receive a check for January

February Payroll: Your net pay will be transmitted directly to your bank account and you will receive your check stub with the lower check portion voided.

Please attach a voided check for the account to which you want your net pay deposited on the bottom of this form.