



RIVER VALLEY SCHOOL DISTRICT

Payroll Direct Deposit Authorization Form

Note: Requests must allow sufficient time for processing and bank pre-notification. One complete payroll cycle is needed before deposits are established.

Employee may select several separate accounts. You will be able to view and print a detailed Advice of Deposit.

Complete the account designation boxes, including routing and account numbers.

The routing number is a 9-digit number that appears at the bottom left of your check or deposit between the markings I: It cannot begin with a "5". If you are unsure of which number to use, contact your financial institution for assistance.

Action Type: New employee set-up Continuing employee change

Account #1	Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Bank Name:	_____		
Bank Address:	_____		
Routing #:	_____	Account #:	_____
Requested amount to this account:			
<input type="checkbox"/> Specific \$ amount: \$ _____	<input type="checkbox"/> % Net Pay: _____%	<input type="checkbox"/> Entire Balance	
Account #2	Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Bank Name:	_____		
Bank Address:	_____		
Routing #:	_____	Account #:	_____
Requested amount to this account:			
<input type="checkbox"/> Specific \$ amount: \$ _____	<input type="checkbox"/> % Net Pay: _____%	<input type="checkbox"/> Entire Balance	
Account #3	Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Bank Name:	_____		
Bank Address:	_____		
Routing #:	_____	Account #:	_____
Requested amount to this account:			
<input type="checkbox"/> Specific \$ amount: \$ _____	<input type="checkbox"/> % Net Pay: _____%	<input type="checkbox"/> Entire Balance	

Employee Name (print): _____

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____