

DIRECT DEPOSIT/DISTRIBUTION OF PAYCHECK AUTHORIZATION TEACHERS ONLY

You may choose up to two financial institutions, one account at each financial institution.

For direct deposit to a checking account, **you must attach a voided check.**

For direct deposit to a savings account, **you must attach a statement, form or letter from your bank.**

(The form should include the bank's routing number, your account number and your name)

COMPANY NAME	EMPLOYEE NAME (Please Print)	SOCIAL SECURITY NUMBER
Valley Central School District		

I authorize the Valley Central School District each pay day to deposit my paycheck directly to the bank account named below. This authority will remain in force until I have given Valley Central written notification that I have terminated it or until Valley Central has notified me that it has terminated this deposit service. I understand I must give Valley Central School District enough advance notice to give it reasonable time to act on my instructions.

Please deposit my NET PAY as follows:

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|--|--|
| <p>1. Bank #1Name: _____</p> <p style="margin-left: 40px;">(Select one only): <input type="checkbox"/> Checking account</p> <p style="margin-left: 40px;"><input type="checkbox"/> Savings account</p> | <p>Bank # 1: _____% or \$ _____(amount)</p> <p><i>Attach void or cancelled check</i></p> <p><i>Attach bank form or letter with account & routing information</i></p> |
| | |
| <p>2. Bank #2Name: _____</p> <p style="margin-left: 40px;">(Select one only): <input type="checkbox"/> Checking account</p> <p style="margin-left: 40px;"><input type="checkbox"/> Savings account</p> | <p>Bank # 2: _____% or \$ _____(amount)</p> <p><i>Attach void or cancelled check</i></p> <p><i>Attach bank form or letter with account & routing information</i></p> |

*****Notes: The total of Bank #One and Bank #Two must equal 100% of total net paycheck. If you choose a fixed amount for Bank #One, Bank #Two should equal !00% of remaining paycheck.**

Money Market Accounts are considered checking accounts.

Employee Signature:	Date:
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