

# Streetsboro City Schools Treasurer's Office

## Direct Deposit Instruction Form

I hereby authorize and instruct the Streetsboro City School District Board of Education, my employer, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account(s) listed below. I will further advise my employer of any changes necessary to complete entries when known to me. This authorization and the instructions below remain in full force and effect until the employer receives written notification of changes and a reasonable opportunity to act.

**Notice: I understand that by making the change(s) listed below my first payroll check after the change(s) will be a real/live check that will need to be cashed. Direct deposit will resume/begin on the following pay.**

### Employee Information

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Account 1 Information

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
ABA/Transit Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Checking/Savings/Investment

\_\_\_\_\_  
Dollar Amount

**ATTACH A VOIDED CHECK OR A LETTER FROM YOUR BANK PROVIDING THE ROUTING NUMBER AND ACCOUNT NUMBER**

### Account 2 Information

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
ABA/Transit Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Checking/Savings/Investment

\_\_\_\_\_  
Dollar Amount

### Account 3 Information

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Location

\_\_\_\_\_  
ABA/Transit Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Checking/Savings/Investment

\_\_\_\_\_  
Dollar Amount

#### Helpful Hints:

ABA/Transit Number is the 9-digit number that appears on the bottom of the check

Write ALL above dollar amount to put all amounts paid into one account

Write BALANCE to put remaining pay amount into your primary checking or savings account

Contact the Streetsboro City Schools Treasurer's Office to submit more than 3 accounts

If you are a Streetsboro employee (not a sub), check here if you would like to receive your direct deposit notices by email. By choosing this option, you understand that you will not receive a paper form of the direct deposit notice. You agree that you will notify the Payroll Department immediately of any changes in your email address. This change will be in effect for all pays including summer pays.

\_\_\_\_\_  
**Print Email Address (please note if email address is case sensitive)**

**Accurate completion of this form is required for ALL employees before pay is issued**