



Authorization for Direct Deposit and Electronic Pay Statement

Please complete the form below, attach a voided check or bank authorization, and return to:

Tera Rozewski, Payroll Specialist
Crook County School District Administration Office
(541) 447-5491

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT AND ELECTRONIC PAY STATEMENT

I hereby authorize Crook County School District to initiate credit entries to the account indicated below at the depository financial institution named, and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S law.

Depository Name: _____

City/State: _____ Account Type: Checking Savings

Routing Number: _____

Account Number: _____

This authorization is to remain in effect until Crook County School District has received written notification from me of its termination in such time and in such manner as to afford Crook County School District and the selected financial institution a reasonable opportunity to act on it.

Name *(please print)*

Signature

Date

By signing below, I understand I will receive pay statements electronically via email. If I wish to opt-out of electronic pay statements in the future, I will notify the Payroll office:

Signature

Date

To request a specified dollar amount be deducted from your regular paycheck and deposited to an additional account, please complete the section below, acknowledging the above authorization terms apply:

Net amount to be deposited: \$ _____

Depository Name: _____

City/State: _____ Account Type: Checking Savings

Routing Number: _____

Account Number: _____

Signature

Date

NOTE: Initiation of direct deposit takes 30 to 60 days from the date the request is received by Payroll. During that time, checks and pay statements will continue to be received by mail.