

Lindale Independent School District

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS

Type of Transaction	
<input type="checkbox"/>	NEW AUTHORIZATION
<input type="checkbox"/>	CHANGE - Update my previous deposit
<input type="checkbox"/>	CANCEL - Stop my payroll deposit

When requesting a change to your existing direct deposit account information, you **MUST** provide the existing account information for verification purposes. This measure will help us to verify the accuracy of the requested change.

I hereby authorize Lindale ISD to make the following changes to my financial institution(s) noted below for deposit:

<input type="checkbox"/>	Direct Deposit Account NET Amount:	NET AMOUNT	<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings
<input type="checkbox"/>	Direct Deposit Account 2:	\$ _____ Amount	<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings
<input type="checkbox"/>	Direct Deposit Account 3:	\$ _____ Amount	<input type="checkbox"/>	Checking	<input type="checkbox"/>	Savings

Existing Account Information (Required for bank changes)

Financial Institution	Transit/ABA Number Routing Number	Bank Account Number
-----------------------	-----------------------------------	---------------------

New Account Information (Required)

Financial Institution	Transit/ABA Number Routing Number	Bank Account Number
-----------------------	-----------------------------------	---------------------

If your direct deposit will be to a financial institution OUTSIDE of the United States, please check box

I understand that Lindale ISD may make adjustments to my account at the financial institution(s) listed above in the event of an over deposit. I further acknowledge that while Lindale ISD does not anticipate any delays in the receipt of my direct deposit, in the event that a delay does occur, Lindale ISD is not responsible for any inconvenience or charges caused by such delay.

Signature	Date	Print Name
-----------	------	------------

It is the employee's responsibility to provide accurate routing and account number information. Attach a copy of a voided check or a statement from your bank verifying the information.

Attach a Voided Personal Check Here (not a deposit slip)

ENTERED BY _____

DATE ENTERED _____

VERIFIED BY _____

DATE ENTERED _____