

INTERBORO SCHOOL DISTRICT
PAYROLL DIRECT DEPOSIT AUTHORIZATION

- New to Direct Deposit Program
- Add/Change/Delete Existing Direct Deposits
- Stop Direct Deposit

Employee #		Employee Name		
<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Transit Routing Number	Account Number	Deposit Type <input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Net	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Financial Institution				

<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Transit Routing Number	Account Number	Deposit Type <input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Net	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Financial Institution				

<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Transit Routing Number	Account Number	Deposit Type <input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> Net	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Financial Institution				

IF YOU SELECTED CHECKING ACCOUNT, ATTACH A VOIDED CHECK TO THIS FORM. IF YOU SELECTED SAVINGS ACCOUNT, ATTACH A DEPOSIT SLIP TO THIS FORM.

* Adding a new direct deposit of changing account type requires a prenote to be sent to the bank before the add or change becomes effective. A prenote sends your account type, routing number, and account number to the bank to assure the accuracy of the numbers. This process takes approximately 2 pay cycles. Do not close any account until the deletion is made through payroll. During the prenote process, you will receive a "live" check.

Employee Signature	Date
---------------------------	-------------

Paperless Payroll Advices

○ I understand I will receive an e-mail prior to payday and the direct deposit funds will not be available until the actual pay date. **Upon receipt of your paperless advice, you will be asked for your password. Your password is the last 4 digits of your social security number.** This password cannot be changed. Once you open the document, save the document to a folder on your computer. You may print the payroll advice whenever you wish. If using an e-mail other than an Interboro e-mail address, please make sure the e-mail you receive does not go in to your spam.

Employee # : _____ Full Name: _____

Employee E-mail Address Where to Receive Payroll Advice: _____

(Any changes to your e-mail address in the future, please notify the Payroll Department immediately.)

Employee Signature

Date: _____

PLEASE PRINT LEGIBLY