



**BEDFORD PUBLIC SCHOOLS
EMPLOYEE DIRECT DEPOSIT AUTHORIZATION**

New direct deposit _____ Change to an existing direct deposit _____ Cancel direct deposit _____

(Employee name, please print)

I, _____ (regular employee) substitute employee) authorize Bedford Public Schools (hereafter called BPS), to deposit my pay automatically to my checking account(s) and/or saving(s) accounts each pay day to the accounts listed below. Further, I authorize my BANK(s) to accept and credit entries initiated by BPS to my account. In the event that BPS deposits funds erroneously into my account, I authorize BPS to initiate debit entries and adjustments for any credit entries in error on my account.

NET CHECK – Primary account (22) Checking (32) Savings (circle one)

Your Financial Institution

Account number

City State Zip

Routing or transit number

ACCOUNT (A) – Second account to deposit into

Amount \$ _____ (22) Checking (32) Savings (circle one)

Your Financial Institution

Account number

City State Zip

Routing or transit number

ACCOUNT (B) –Third account to deposit into

Amount \$ _____ (22) Checking (32) Savings (circle one)

Your Financial Institution

Account number

City State Zip

Routing or transit number

IMPORTANT NOTE:

Please contact your bank or financial institution to verify that the above bank account numbers and routing/transit numbers are correct when signing up for direct deposit with your employer. Some banks have recently changed routing/transit numbers identifying them by branch.

Attach a void check or deposit slip for each of the above listed account(s) on the back side of this form. Or, if depositing to a credit union or investment firm, please attach a letter or some other identifying documentation of your account number and the credit union or investment firm's routing/transit number.

Employee Signature

Social Security number

Date

Employee Number