

**Beaverton Rural Schools
Direct Deposit Authorization Form**

Name: _____

Social Security #: _____

Home Phone: _____ Cell Phone: _____

I hereby authorize Beaverton Rural Schools to withhold from my earnings and directly deposit the following funds as specified. It is my understanding that this will go into effect on the next possible payroll date.

Name of Financial Institution: _____

Account Number: _____ ABA Routing Number: _____

Account Type: Checking Savings

Specific Amount: \$ _____

Name of Financial Institution: _____

Account Number: _____ ABA Routing Number: _____

Account Type: Checking Savings

Deposit net pay, after previously authorized direct deposits

Your direct deposit voucher will be emailed to you. No paper voucher will follow. Receiving your voucher by email does not indicate the availability of funds. Funds will not be available at your designated financial institution until the morning of Payday. Please ensure that the email address provided is accessible all year. You are responsible to notify the Payroll Department of any changes to your email address.

Email Address: _____

To ensure accuracy of your account information, please include a voided check, deposit ticket or a copy of a bank statement showing the financial institutions name, routing number & account number for each account.

Employee Signature

Date