

# U.S.D. 410 Durham - Hillsboro - Lehigh Authorization Agreement for Direct Deposit of Payroll

I hereby authorize U.S.D. 410 to initiate credit entries to my account(s) indicated below for payment owed to me, and further authorize the Financial Institution(s) named below to credit the same to such account(s).

Type of Account (Checking or Savings)	Percentage or Amount of Each Check in This Account	Your Financial Institution's Routing Number	Your Account Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Your Financial Institution's Name

\_\_\_\_\_  
Your Financial Institution's City, State, and Zip Code

This authority is to remain in full force and effect until U. S. D. 410 has received written notification from me of its termination, in such time and in such manner as to afford U.S.D. 410 a reasonable time to act on it. I recognize that I must notify U.S.D. 410 of any change in banks or accounts to insure proper and timely deposit to my account.

\_\_\_\_\_  
Your Name (please print)

\_\_\_\_\_  
Your Social Security Number

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Today's Date

**TAPE YOUR VOIDED CHECK OR DEPOSIT SLIP HERE**

# Direct Deposit Slips Via E-Mail

We can send your direct deposit slip to any e-mail address you would like us to. Choosing this method of receiving your direct deposit slips allows the district to save the cost of printing the slips, stuffing them into envelopes, sorting the envelopes, and delivering them to you. You will receive the direct deposit slip as an e-mail message (not an attachment) at least one business day prior to pay day. You may print it out and/or keep it saved for reference on your computer. As you can see by looking at the example below, the e-mail message does not list your social security number. It does list your bank account number(s); however, unlike the example, we have chosen for all but the last four digits to be represented with X's, and neither your bank's name nor routing number are shown. We ask you to take advantage of this exciting opportunity by completing the blanks at the bottom of this page and returning it to the U.S.D. 410 Central Office. Please call Jerry Hinerman at 947-3184 or send him an e-mail message at [jerry.hinerman@usd410.net](mailto:jerry.hinerman@usd410.net) with any questions.

## E-Mailed Direct Deposit Slip Example

<b>Employee Test</b>	<b>Sample School District</b>
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### Check Info

NET PAY:	883.47	Check Date:	11/15/2005	Form Number:	2 00004
		Post Date:	11/15/2005		

Description	Units	Rate	Earn/Fringe	Withhold	Cal - YTD	Fsc - YTD
Regular Salary with KPERS			1,200.00		2,400.00	2,400.00
Employee Social Security				-74.40	-148.80	-148.80
Employee Medicare				-17.40	-34.80	-34.80
Kpers Retirement				-74.40	-148.80	-148.80
State Withholding Tax				33.25	66.50	66.50
Federal Withholdings				-117.08	-234.16	-234.16
Employer Social Security			74.10		148.80	148.80
Employer Medicare			17.40		34.80	34.80
Current Totals:			1,291.80	316.53		

### YTD Totals

	Current	Cal YTD	FSC YTD
Earnings	1,200.00	2,400.00	2,400.00
Withholdings	-316.53	-633.06	-633.06
Totals	883.47	1,766.94	1,766.94

### Direct Deposit Info

Account #	Amt. Deposited
23452343	883.47

### Leave Info

Leave Type	Used	Remaining

Please send my direct deposit slip to me via e-mail.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_