



OWOSSO PUBLIC SCHOOLS

Ready for the World

You may select two accounts for direct deposit. Indicate your PRIMARY ACCOUNT first. Funds available, after all required deductions have been made, will be deposited into this account first and any residual or specified amount will be deposited into the secondary account. (Note: Owosso Public Schools cannot accept responsibility for errors that occur related to circumstances, systems and institutions beyond its scope of control). ATTACH A VOIDED CHECK.

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Name (please print): \_\_\_\_\_

I hereby authorize Owosso Public Schools to initiate credit entries to the following financial institution utilizing the following information supplied by me:

It is highly recommended that you contact your financial institution for assistance in completing this section.

Form with sections for PRIMARY FINANCIAL INSTITUTION INFORMATION and SECONDARY FINANCIAL INSTITUTION INFORMATION, including fields for Bank/Credit Union, ABA Routing Number, Location, Account Number, Account Type, and Amount.

Employees that select direct deposit of their net payroll will not receive a pay stub. All employees will have access to an online payroll system to view their payroll activity. The first payroll following a new or changed direct deposit will be a "pre-note" with zero dollars sent to your bank verifying the account information. On this payroll, you will receive a paper check that will need to be cashed. If the account information is accurate, the next payroll will be direct deposited.

This authorization allows Owosso Public Schools to correct errors, if necessary, and is to remain in full force and effect until Owosso Public Schools has received written notification from me of its termination in such time and in such manner as to afford the District and the Financial Institution a reasonable opportunity to act on it. I understand that if I have provided incorrect information, my monies may not be available on payday due to the reprocessing function.

Signature \_\_\_\_\_

Date \_\_\_\_\_