
District/Charter

Certified

Classified

DIRECT DEPOSIT AUTHORIZATION

Begin Deposit

Change Information

Cancel Deposits

Employee Name _____

Checking

Savings

The numbers on the bottom of your check
are used by the payroll department
to make sure the **electronic funds transfer**
of your funds goes directly to your account.

PLEASE ATTACH A VOIDED CHECK OR PHOTOCOPY HERE

I authorize the VCSBSA payroll department to initiate credits (and/or corrections to previous credits) to the financial institution designated above.

This authorization shall remain in effect until I give written notice to the district either to change or terminate this authorization. I understand that if I take a leave of absence this authorization automatically terminates and I will have to sign a new authorization form upon my return.

Employee Signature

Date

For Payroll Use Only

Transit Routing Number and Check Digit:

[][][][][][][][][][][]

Account Number:

[][][][][][][][][][][][][][][][]