

Port Washington-Saukville School District

100 W. Monroe Street
Port Washington, WI 53074

DIRECT DEPOSIT AUTHORIZATION

Complete this form to authorize the Port Washington-Saukville School District to directly deposit your payroll checks to your financial institution.

If you select to have your payment sent to your:

- Checking account. Include a voided check with this form.
- Savings account. Contact your financial institution to obtain their transit routing number and your account number.

Submit this sheet to the Business Office at the above address. Keep a copy for your records. See below for additional information about direct deposit.

Employee's Last Name (print) First Name Middle Initial		Social Security Number	
Name of Financial Institution		City	State
Transit Routing Number (9 digits)	Account Number		<input type="checkbox"/> Checking Account <input type="checkbox"/> Savings Account
Name(s) of Owner(s) of this Account			

I authorize the Port Washington-Saukville School District (PWSSD) and the financial institution named above to automatically deposit funds I am entitled to receive into my account. I authorize the financial institution to return any funds deposited to my account and PWSSD to initiate correction (debit) entries for any funds that I am not eligible to receive. I authorize the financial institution to disclose information regarding my account to PWSSD, upon PWSSD's request, to resolve transfer problems. This authorization will remain in effect until I cancel it in writing.

Date	Employee's Signature
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SAMPLE

John Doe
Mary Doe
123 Pear Lane
Anyplace, WI 20000

PAY TO THE
ORDER OF _____ \$ _____
DOLLARS

ANYPLACE BANK
Anyplace, WI 20000
FOR _____

Routing Number: | :250250025 | :
Account Number: 2020-20086
1234

15-000000000
1234

VOID

Do not include the check number

Note: The routing and account numbers may be in different places on your check.

Direct Deposit is mandatory for all employees of the District.

Authorizing Direct Deposit or Changing an Existing Direct Deposit

- If you are authorizing a direct deposit or changing an existing direct deposit the Port Washington-Saukville School District (PWSSD) must receive your request in writing and your request must contain your signature.
- PWSSD requires a minimum of 5 working days to change your direct deposit.