

WARREN WOODS PUBLIC SCHOOLS ~ DIRECT DEPOSIT

☐ Initial Enrollment

☐ Change

Name		Employee Number
Financial Institution Name		
Address of Financial Institution		
City	State	Zip Code

Check One:

☐ Checking

☐ Saving

[illegible]

Step 1: You must attach either a Voided Check or a Direct Deposit Confirmation from your Bank or Credit Union for validation. Direct deposits can't be accepted without this information.

Step 2: Read, sign and date this form. Submit completed form to Payroll Department.

I authorize Warren Woods Public Schools to initiate debit entries to the designated financial institution and account listed above. This authorization will also allow Warren Woods Public Schools to adjust entries to correct errors.

This authority will remain in effect until Warren Woods Public Schools has received changes in writing.

SIGNATURE

DATE _____

Please note: Dependent upon the date this completed form is received by the Payroll Department, your direct deposit might not be effective for up to 3 pay cycles. Please watch your paychecks carefully.

For any questions regarding Direct Deposit, please contact the Payroll Department at (586) 439-4462.

DIRECT DEPOSIT INFORMATION

- You may direct deposit, net check, to 1 (one) financial institution
- You must attach either a Voided Check or a Direct Deposit Confirmation from your Bank or Credit Union for validation. Direct deposits can't be accepted without this information.
- You, the employee, are responsible for communicating any bank changes to the payroll department in a timely fashion. Failure to keep the payroll department current regarding any changes in financial institution or account changes could result in a delay in your receipt of your paycheck. Manual checks will not be issued in these situations.
- Please read the direct deposit form carefully. There is important information on the form regarding the process.

If you have any questions, please call the payroll department (586) 439-4462.

Thank you