



# PLEASANT VALLEY SCHOOL DISTRICT DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Employee Name (Print) \_\_\_\_\_

PSL # \_\_\_\_\_ Department/Location \_\_\_\_\_

Please Check (✓) One of the Following: Begin Direct Deposit ( ) Change Information ( )  
Deposit Amount ( ) Net Check or \$\_\_\_\_\_ each pay period ( )

The numbers on the bottom of your check or on your savings account statement are used to electronically transfer your pay directly into your designated account.

Please check (✓) one account type to deposit your pay into:  
(Separate form per each type)

- Checking ( ) **ATTACH HERE A VOIDED CHECK OR CHECK COPY**
- Savings ( ) **ATTACH HERE A COPY OF YOUR SAVINGS STATEMENT SHOWING THE ACCOUNT NUMBER ONLY**

I hereby authorize Pleasant Valley School District (PVSD) and/or their agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to the above account.

**I UNDERSTAND:**

- Direct deposit status is not activated until the month following a \$0 test transaction.
- I must submit a new authorization form if I change my account (name, branch, etc.).
- Direct deposit status may be temporarily suspended if my wages are garnished.

**I AGREE:**

- To hold harmless and indemnify PVSD and its officers and employees from any claim or demand of whatever nature for failure or delay in making deposits and/or correction to deposits as herein authorized.
- To pay all fees incurred because of failure on my part to notify PVSD of any changes in my account information that would result in a return of my deposit.

This authorization replaces any previously made by me and is to remain in effect until changed or canceled by submission of a new Direct Deposit Authorization Agreement.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE PAYROLL DEPARTMENT**

Routing/Transit Number: \_\_\_\_\_

Account Number \_\_\_\_\_ Checking ( ) Savings ( )