

TULSA PUBLIC SCHOOLS
Authorization for Direct Deposits

To INDEPENDENT SCHOOL DISTRICT NUMBER ONE, TULSA, OKLAHOMA. I hereby authorize you to deposit my net pay to my account in the financial institutions named below and I authorize the financial institutions to accept and to credit the amount of that entry to my account. This authorization will remain in force until changed or cancelled in writing as stated below.

 Employee Identification Number

New

Cancel ALL Bank Deposits

Change

 Employee Name

**This authorization shall override any
and all previous authorizations.**

 School/Department

A. Used for Primary Direct Deposit Bank

Savings

Checking

100% of Net Balance

 Financial Institution Name

 Account Number

B. Used for Direct Deposit Bank - Fixed Amount

Savings

Checking

 Financial Institution Name

 Account Number

Fixed Amount

C. Used for Direct Deposit Bank - Fixed Amount

Savings

Checking

 Financial Institution Name

 Account Number

Fixed Amount

 Signature

 Date

This form must be received in the **PAYROLL DEPARTMENT THIRTY (30) DAYS PRIOR TO THE PAY DATE** in order to request direct deposits, make a change, or cancel the direct deposits.

If you are requesting funds to be deposited into a **checking account**, a voided check showing your name and account must accompany this authorization form. If the direct deposit is to a **savings account**, a verification of account number from the financial institution must be completed and on file in our office thirty days (30) prior to the pay date. revised 09-24-08

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