

SOUTH LYON COMMUNITY SCHOOLS
Authorization Agreement for Payroll Direct Deposit

To setup Direct Deposit, or to change your current Direct Deposit preferences, please complete this form. You **MUST** complete one of the below account boxes and *return to the Payroll Office with the required documentation.*

- For a **CHECKING** account Direct Deposit, a copy of a VOIDED check is *required*. If you cannot obtain a check, please provide documentation from your financial institution that includes your checking account number and bank routing number.
- For a **SAVINGS** account Direct Deposit, you need to obtain documentation from your financial institution that includes your savings account number and bank routing number.
- Please allow 1 payroll cycle for your Direct Deposit Authorization to be processed. As a new employee, your first payroll check may be delivered by U.S. mail.
- There is a limit of two active direct deposits at one time, per employee. **If you would want 100% of your payroll to be deposited into one account, please have the word “NET” in the amount to deposit section.**
- If an overpayment, or underpayment should occur, South Lyon Community Schools reserves the right to make any necessary adjustments.
- Please contact the Payroll Department should you have questions concerning this form. They can be reached by phone at 248.573.8122, or by emailing Erica Higbee at higbee@slcs.us or Dolly Carlson at carlsond@slcs.us.

Employee ID _____ **Email Address** _____

Employee’s Name (print) _____

Employee’s Signature _____ **Date** _____

NEW or CHANGE: *Account 1*

Financial Institution’s Name _____

Account Number: Checking Savings _____

Bank Routing Number _____

Amount to deposit (write the word “NET” for 100% deposit) \$ _____

NEW or CHANGE: *Account 2*

Financial Institution’s Name _____

Account Number: Checking Savings _____

Bank Routing Number _____

Amount to deposit (write the word “NET” for 100% deposit) \$ _____

For Official Payroll Use Only

Payroll _____ Code: 2901 net/2900 flat Verified by: _____