

WEST BRANCH-ROSE CITY AREA SCHOOLS (WBRC)  
ELECTRONIC PAYROLL AUTHORIZATION FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

START DATE: \_\_\_\_\_

CHANGE or NEW

Please allow 10 working days to process this request. Thank you.

(CIRCLE ONE)

**Your Bank/Credit Union Information First.** There must be a 'net pay' section; this is the balance that will deposit after other specified deposits are made. Please print very clearly. **Attach a Direct Deposit Routing Number Verification from your institution.** Verification must include routing number for direct deposit, account number, institution name, your name and indicate if it is checking or savings account. May be printed from online.  
Starting 16-17 school year there will be a limit of 3 accounts allowed for payroll deposit for any new authorizations. Thank you.

INSTITUTION NAME: \_\_\_\_\_ INSTITUTION PHONE #: \_\_\_\_\_

INSTITUTION ADDRESS: \_\_\_\_\_

ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

AMOUNT TO DEPOSIT: \$ NET PAY

TYPE: CHECKING or SAVINGS

(CIRCLE ONE) This first account will be the default account if listing multiple accounts

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INSTITUTION NAME: \_\_\_\_\_ INSTITUTION PHONE #: \_\_\_\_\_

INSTITUTION ADDRESS: \_\_\_\_\_

ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

AMOUNT TO DEPOSIT: \$ \_\_\_\_\_

TYPE: CHECKING or SAVINGS

(CIRCLE ONE)

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INSTITUTION NAME: \_\_\_\_\_ INSTITUTION PHONE #: \_\_\_\_\_

INSTITUTION ADDRESS: \_\_\_\_\_

ROUTING #: \_\_\_\_\_ ACCOUNT #: \_\_\_\_\_

AMOUNT TO DEPOSIT: \$ \_\_\_\_\_

TYPE: CHECKING or SAVINGS

(CIRCLE ONE)

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I authorize West Branch-Rose City Area Schools to initiate accounting transactions to deposit my employee pay directly to the account(s) listed above and to correct any errors which may occur from these transactions. I also authorize the Financial Institution to post these transactions to these accounts. I understand that if I close my account, I will not receive a payment until the bank returns the funds to the WBRC. I also understand this authorization remains in effect until revoked in writing by (a) me, (b) the financial institution, (c) WBRC, or (d) termination of employment.

I understand that if I have more than one account for deposit that WBRC may need to deactivate multiple accounts for pays where there is not enough funds being paid to distribute as requested. For such pays WBRC will use first account listed. All pays will be distributed as requested above unless there are not enough funds paid to distribute as requested, or WBRC receives new authorization form from employee.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

O:\Finance\Payroll\Forms\_Payroll\New Employee Packet PDFs\Original Forms INSIDE the New Employee Packets\5.Direct Deposit Form\_WBRC\_10-5-17.docx