



***St. George School District No. 258***  
**5200 East Center Street, Bourbonnais, IL 60914**  
**Phone 815/802-3102 ~ Fax 815/939-0824**



## PAYROLL DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Payroll Direct Deposit provides timely, accurate deposit of your pay into your preferred checking or savings account.

You must complete this form to initiate, change or cancel payroll direct deposit service. No verbal changes will be accepted. If you change bank accounts, notify the District Office before you close the old account.

Read the authorization agreement below, enter the personal information requested, sign the form, and bring the original to the District Office.

Agreement:

I authorize County of Kankakee School District 258, hereinafter called COMPANY, to initiate credit entries and if necessary, debit entries or adjustments for any credit entry errors to my account indicated below, and the depository named below, hereinafter called DEPOSITORY, to credit the same to such account.

Choose Action:

- Add Deposit Account     
  Change Deposit Account     
  Cancel Deposit

This authority is to remain in full force and effect until COMPANY has received written notification from me that this action is terminated, and in a time and manner that allows COMPANY a reasonable opportunity to act on said termination.

INSTITUTION NAME: \_\_\_\_\_ TRANSIT / ABA #: \_\_\_\_\_

INSTITUTION ACCOUNT #: \_\_\_\_\_ ACCOUNT TYPE: Checking/Savings

INSTITUTION PHONE NUMBER: \_\_\_\_\_

EMPLOYEE NAME (print): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*PLEASE ATTACH A VOIDED CHECK\*\*\*\*\*