

DIRECT DEPOSIT PAYROLL
Tillamook School District 9

Please complete and return this form to the Payroll Department.

I authorize Tillamook School District No. 9 to deposit my net paycheck automatically in my account at the bank listed below each payday. If funds to which I am not entitled are deposited to my account, I authorize you to direct the bank to return said funds. This authority will remain in effect until I have canceled it in writing.

Employee Name (please print)

Email Address (email address to receive your paystub)

Bank

Branch Address

City

State

*Checking Account

OR

*Savings Account

Bank ID Number

Account Number

Employee Signature

Date

***Checking Account - We need a voided check to verify the mag strip at the bottom of your check. The voided check will be kept in a locked, confidential file cabinet.**

*** Savings Account - We need the top portion of your statement to verify the account numbers. A deposit slip is not acceptable.**

Most of this form can be filled out online, however, you will have to print it so you can sign it and return the hard copy to Payroll.