

NOTICE OF DIRECT DEPOSIT **FOR QUINCY PUBLIC SCHOOL EMPLOYEES**

Employees may choose to have their paycheck directly deposited into either their checking or savings account of the financial institution of their choice.

If you wish to participate in the direct deposit program, please complete the *Direct Deposit Authorization* form according to these instructions:

INSTRUCTIONS FOR PARTICIPATING IN DIRECT DEPOSIT

- Enter your name and address in the spaces provided.
- Enter the name of the financial institution where you have your account in the space provided.
- **You must attach a copy of a canceled check** of the account you wish to have your deposit sent to, showing the ABA/Routing Number as well as the account number.
- In the space provided check whether your account is a checking or savings account.
- Sign your name and enter date.
- Return completed form to Tracey Dance or Julie Rupert at the Board Office.

If you have any questions in completion of this form, please contact Tracey at 223-8700 ext. 2222.

DIRECT DEPOSIT AUTHORIZATION

Name on Account:_____

Address:_____

Financial Institution Name:_____

Account Type (choose one):

Checking ☐

Savings ☐

Account Number:_____

I hereby authorize Quincy School District to initiate the transaction to my account for the purposes of the above stated Automated Clearing (ACH) transaction. I also hereby authorize Quincy School District to debit my account in case of a payroll error, even if it is discovered after more than five (5) days.

Signature:_____ **Date:**_____