



### Authorization Agreement for Payroll Deposit(s)

Type of Automatic Deposit Transaction (check only one box): ☐ Create ☐ Change ☐ Cancel

I authorize Mason Consolidated Schools to initiate, change, or cancel credit entries to my Checking and/or Savings Account(s) indicated below:

#### **Option 1: Deposit to one account**

Please deposit my entire net pay directly into the existing account listed below:

Type of account (check only one): ☐ Checking ☐ Savings

Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

*(for help determining bank routing and account number, please review example on next page)*

#### **Option 2: Deposit to two or more accounts**

Deposit net pay into Account #1

**Account #1** Type of account (check only one): ☐ Checking ☐ Savings

Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

*(for help determining bank routing and account number, please review example on next page)*

Deposit \$ \_\_\_\_\_ *(specific dollar amount)* into Account #2

**Account #2** Type of account (check only one): ☐ Checking ☐ Savings

Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ *(specific dollar amount)* into Account #3

**Account #3** Type of account (check only one): ☐ Checking ☐ Savings

Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ *(specific dollar amount)* into Account #4

**Account #4** Type of account (check only one): ☐ Checking ☐ Savings

Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

#### **Authorization**

This authorization is to remain in full force and effect until Mason Consolidated Schools has received written notification from me of its change or cancellation. A written change or cancellation notice must be received in sufficient time to allow Mason Consolidated Schools a reasonable opportunity to act upon it. A new authorization is required for each change on BANK, ACCOUNT NUMBER, and/or AMOUNT.

Employee name (print): \_\_\_\_\_

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*IMPORTANT: RETURN THIS COMPLETED, SIGNED FORM TO THE BUSINESS OFFICE\*\***



**For your information only – do not send this page to the Business Office**

To determine your bank routing number and bank account number, look at a check or deposit slip from the account you wish to use.

The first nine (9) digits will be the bank routing number (transit/ABA number).

The second set of digits will be the bank account number.

Example check:

The image shows a sample check form with various fields. At the top right is the number 5679. Below it is a line for 'DATE'. To the left is a line for 'PAY TO THE ORDER OF' followed by a dollar sign and a box for the amount. Below that is a line for 'DOLLARS' with a padlock icon. At the bottom left is a line for 'MEMO'. At the bottom center, two boxes are highlighted with red rectangles and red arrows pointing to labels below them. The first box contains the number '325760408' and is labeled 'Routing Number'. The second box contains the number '0031921' and is labeled 'Account Number'. To the right of these boxes are the numbers '0583' and '42'.