

Direct Deposit Agreement

Lakeview Public Schools

Note: This form is for starting direct deposit and for making any changes to your current direct deposit arrangement.

Employee's Name _____
Please print legibly

Employee's Address _____

Social Security Number _____ --- _____ --- _____

I wish to (check one):
Enroll in direct deposit _____
Change my current direct deposit arrangement _____
Cancel my direct deposit arrangement effective _____ (date)

I hereby authorize Lakeview Public Schools, 27575 Harper Ave, St. Clair Shores, MI 48081 to initiate electronic entries to the below designated account(s) each payday, and send my salary to the financial institution(s) ("Depository") named below who is authorized to deposit it into said account:

Select one of the following: _____ Checking **or** _____ Savings account

Please attach a copy of a voided personal check or a preprinted savings account deposit slip for the account(s) into which you would like your paycheck directly deposited.

Your Account Number in Destination Bank _____
Bank Name _____ Branch _____
Address _____
City _____ State _____ Zip _____
Routing Number _____
Amount Must Equal Your Entire Net Pay

MACOMB SCHOOLS & GOVERNMENT CREDIT UNION
Account Number _____
Routing Number _____
Amount \$ _____ OR Entire Net Pay (Please circle)

This authorization is to remain in full force and effect until Lakeview Public Schools has received written notification from me of its termination in such time and in such manner as to afford Lakeview Public Schools and the Depository a reasonable opportunity to act on it, or by my death or legal incapacity or my ineligibility to receive said salary payment(s). I may revoke this authorization only by notice to Lakeview Public Schools. If the Depository notifies me that this authorization or my account has been terminated, I will immediately notify Lakeview Public Schools.

I have read and I agree to follow Lakeview Public Schools direct deposit procedures.

Employee's Signature

Date

Please send the signed original copy of this form to Lakeview Public Schools Payroll Office and keep a copy for your records.