

Maine School Administrative District #60

Payroll Direct Deposit Authorization Form

To enroll in direct deposit, simply fill out this form and send to Payroll. Attach a voided check for each checking account – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit number for your account – it isn't always the same as the number on a savings deposit slip. All of the above will help ensure that you are paid correctly.

IMPORTANT! Please read and sign before submitting to Payroll.

I hereby authorize Maine School Administrative District #60, hereinafter called MSAD 60, to directly deposit any amounts owed to me, by initiating credit entries to my account(s) at the Financial Institution(s) indicated on this form. Further, I authorize the Financial Institution to accept and to credit any credit entries indicated by MSAD 60 to my account. In the event that MSAD 60 deposits funds erroneously into my account(s), I authorize MSAD 60 to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until MSAD 60 has received written notice of its termination in such time and in such manner as to afford MSAD 60 reasonable opportunity to act on it.

Employee Name (print) _____

Employee Signature _____ Date: _____

☐ New Setup ☐ Change ☐ Cancellation

Account Information: Please ensure that you indicate what kind of account, along with the amount to be deposited, if less than your total net paycheck.

1. Bank Name: _____

☐ Checking ☐ Savings

Routing/Transit Number: _____

Account Number: _____

I wish to deposit: \$_____ or ☐ Entire Net Amount

2. Bank Name: _____

☐ Checking ☐ Savings

Routing/Transit Number: _____

Account Number: _____

I wish to deposit: \$_____ or ☐ Entire Net Amount

3. Bank Name: _____

☐ Checking ☐ Savings

Routing/Transit Number: _____

Account Number: _____

I wish to deposit: \$_____ or ☐ Entire Net Amount



****I elect to receive my electronic paystub delivery to the following: _____ (Initials) ****

Email Address: _____