

**DELAWARE VALLEY SCHOOL DISTRICT
EMPLOYEE'S AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL**

Direct Deposit is MANDATORY

- With each new direct deposit form and/or change form, a regular check will be issued
- After the account is verified you will begin receiving direct deposits into the account
- DO NOT CLOSE a current direct deposit account until you see money deposited into your new account

Please fill out and return to the Delaware Valley School District Payroll Department

I hereby authorize **DELAWARE VALLEY SCHOOL DISTRICT** and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my

____ checking account(s) and/or ____ savings account(s)

each payday. This authority will remain in effect, until I cancel in writing.

Financial Institution

Date

Branch

Branch Location

Employee Name (Please Print)

Account Title

Signature

* Please staple voided check(s) or attach direct deposit letter from bank.

Type of Account: _____ Checking _____ Savings Account number _____
Amount of Deposit: \$ _____ NET BALANCE \$ _____

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Type of Account: _____ Checking _____ Savings Account number _____
Amount of Deposit: \$ _____ NET BALANCE \$ _____