

I authorize the Monticello School District to direct deposit my payroll checks to the account listed below. Attach either a voided check or a deposit slip to this form. (If a deposit form is used, make sure that the actual routing number and account number appear on the bottom.)

Name \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address of Financial Institution \_\_\_\_\_

Routing # \_\_\_\_\_

Account # \_\_\_\_\_

This account is a:            Checking            Savings            (circle one)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** The first check received from the district upon initial bank designation, and every change thereafter, will result in the issuance of a real check. This allows a zero dollar file to be sent to the bank for verification of account information before an actual deposit is sent. This prevents any account issues from causing a problem with your direct deposit.