

I.S.D. #2534 BOLD Public Schools
701 South 9th Street
Olivia, MN 56277
(320) 523-1031

Employee Direct Deposit Authorization

Instructions

- You may designate as many accounts as needed for direct deposit. Use more than one sheet if necessary.
- You do not need to fill in your account number, but **you must attach a voided check for a checking account and a deposit slip for a savings account for each account.**
- Be sure to list the amount to be deposited to each account. If you are designating only one account, enter ALL or if it's the balance after completing one or more authorization forms, enter BALANCE.
- You must complete a new authorization form in its entirety each time you add an account to make a change to an existing account.

SIGNATURE: _____ **DATE:** _____

Bank Name : _____ Account Number: _____

Bank Transit Number : _____ Amount to be Deposited: _____

I authorize you and the financial institution listed above to initiate electronic entries each payday to my:

_____ Checking account _____ Savings account

Bank Name : _____ Account Number: _____

Bank Transit Number : _____ Amount to be Deposited: _____

I authorize you and the financial institution listed above to initiate electronic entries each payday to my:

_____ Checking account _____ Savings account

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