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 <u>you must attach a voided check for a checking account</u> 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 fin	nancial institution listed abo	ve 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 fin	nancial institution listed abo	ve 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 fin	nancial institution listed abo	ve to initiate electronic entries each payday to my:	
	_ Checking account	Savings account	