

**Schoolcraft Community Schools**  
**Automatic Payroll Deposit**

We are pleased to be able to offer you a payday convenience – **Automatic Payroll Deposit**. Now you can have your paycheck automatically deposited in your checking or savings account on payday. You do not have to change your present banking relationship to take advantage of this service.

**Automatic Payroll Deposit** will help you in many ways.

- It saves trips to the bank.
- It saves time in depositing checks – no long lines to stand in.
- It eliminates the possibility of lost, stolen, or forged checks.
- Your money is deposited faster, reducing the possibility of overdrafts.
- It means you get your money deposited to your account even when you are on vacation or away from work on business or illness.

**Automatic Payroll Deposit** is safe, convenient and easy. On payday you will receive an earnings statement showing gross pay, taxes, other deductions, and net pay. Your net pay will already have been deposited in your account. To take advantage of this service, complete the authorization form below and return it to Kelli Myers in the Administration Office.

The authorization form below gives Schoolcraft Community Schools and your financial institution (depository) authority to deposit to your account.

All you need to do is:

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, financial institution name and location, and the date.
3. Attach a voided check (checking account) or a deposit slip (savings account) to the back of this form for verification of all financial institution information.
4. Sign the form.

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

I hereby authorize Schoolcraft Community Schools, hereinafter called SCHOOL, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my \_\_\_\_\_ Checking \_\_\_\_\_ Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

Depository Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Transit/ABA Number \_\_\_\_\_ Account Number \_\_\_\_\_

This authority is to remain in full force and effect until SCHOOL has received written notification from me of its termination in such time and such manner as to afford SCHOOL and DEPOSITORY a reasonable opportunity to act on it.

Name (please print) \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_