

ATTENTION WMISD EMPLOYEES

Electronic Payroll Direct Deposit

All employees may elect to have their paycheck electronically deposited at two banking institutions of their choice. With electronic deposit your money will be available the morning of payday. You will not need to worry about cashing your check or getting to the office during holidays, in-service days, or snow days.

GENERAL INFORMATION

- 1) You will need to fill out the attached form to avoid getting a check.
- 2) You will still receive a check stub. It will look just like a regular check, except it will say "VOID" on it.
- 3) If you sign up, your entire check WILL BE electronically deposited.
- 4) Your check can be split between 2 different banking institutions.
- 5) If you want money in different accounts at the same banking institution (i.e. savings, checking, Christmas club, loan), let your bank know. They will split your money, we will not.
- 6) **We will need at least one full payroll period to verify routing and account numbers. Therefore, once you turn the attached sheet in, we will verify routing and account numbers the very next payroll. You will still receive a paycheck for this pay period. If the routing and account numbers are OK, we will begin your direct deposit on the following pay period. If there are corrections that need to be made either to the routing number or account number, we will need another week to verify the numbers.**

PLEASE READ THESE DIRECTIONS, THEN FILL OUT THE FORM

- 1) **Print** your name, address and social security number.
- 2) **Print** the name of the Bank.
 - a) If using only one Bank mark the box labeled "Full Paycheck".
 - b) If you are using two banks
 - Write a dollar amount in "Partial Amount" under Bank #1. This will be the same amount every pay.
 - Bank #2 will be the remainder of your pay. This amount may vary depending on wages & deductions.
- 3) Indicate Checking OR Savings with an "X".
 - a) For checking accounts, staple a voided check to the form.
- 4) Fill in the routing number and account number.
 - a) If you do not know the routing number, contact your bank.
 - b) If using a savings account, **DO NOT** use the routing number on the deposit slip. This number is incorrect; call your bank for the correct routing number.
- 5) Sign and date the form.
- 6) Send the form to the Business Office.

Have questions? Contact the Business Office. We will help you fill out the form.

Colleen ~~Beverly~~-ext.2328 Liz-ext.2278

You can join at anytime!

WEXFORD-MISSAUKEE INTERMEDIATE SCHOOL DISTRICT

Authorization Agreement for Electronic Deposit

I hereby authorize the Wexford-Missaukee Intermediate School District to make bi-weekly deposits to the account(s) identified below. It is agreed that these deposits will be made electronically and under the rules of the Michigan Automated Clearing House Association. ***This authorization will remain in effect until written notice of termination is given to the Wexford-Missaukee ISD Business Office.***

Employee Name (Please print)

Social Security Number

Employee Address

City

State

Zip Code

Bank #1

Name of Bank

Checking _____
(Attach voided check)

Savings _____

Bank Routing Number

Account Number

Partial Amount (only if using 2 banks)

OR

Full Paycheck

Bank #2

Name of Bank

Checking _____
(Attach voided check)

Savings _____

Bank Routing Number

Account Number

Balance of Paycheck

X _____
Employee Signature

X _____
Date

Business Office Use Only:

Employee Number

Prenote Date

Date Began

Initials

NOTE:

Direct deposit will begin 2-3 weeks after signing this form due to the required "pre-note" period.