

Date: _____

School District: _____

Thornton Township Treasurer of Schools

To enroll in Direct Deposit, please complete this form and return it to the business office. We will make available to you a Direct Deposit Receipt each payday that will detail your gross pay, deductions and Direct Deposit Net Pay, which would be the amount we deposit for you. The Direct Deposit Receipt will be available on the employee portal.

I, _____ (Employee name) hereby authorize _____ (School District)

to deposit any amounts owed me by initiating credit entries to my bank account indicated in this form. Pre-paid debit cards are not accepted. In the event that the District deposits funds erroneously into my account, I authorize the District to debit my account for the exact amount of the original erroneous credit. If said debit transaction fails due to insufficient account balance or resulting from the account having been closed I hereby authorize the necessary deduction from my future payroll check(s).

Do not close your account until one whole pay cycle after completing and delivering to the Payroll Department a new Direct Deposit Form marked "Change" or "Cancel".

Please check one box with an "X" New Change Cancel

Name(s) on Account (Please Print) _____

SSN #: _____

Phone# _____

BANK INFORMATION MUST BE ACCURATE TO INSURE TIMELY DIRECT DEPOSIT TO YOUR ACCOUNT. Further, I agree not to hold the Treasurer's Office responsible for any delay or loss of funds due to incomplete or incorrect information supplied by me.

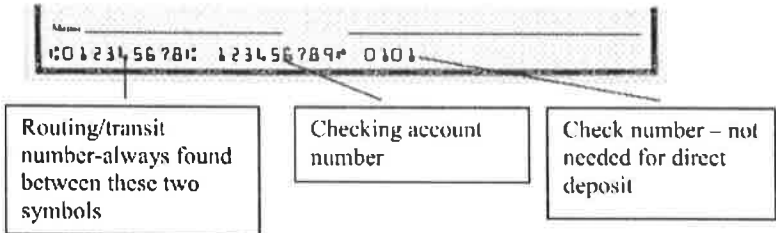
Name of Bank _____

Your Account #: Checking Savings

9 Digit Bank Routing/Transit Routing # _____

Phone # _____

Note: ACH routing number may be different than the one shown on your check. Please verify with your bank before filling out this form or your deposit may be delayed.



This authorization is to remain in full force and effect until the district has received written notice from me of any changes in such time and in such manner as to afford the District a reasonable opportunity to act on it.

Signature _____

Date _____

District Office: Received Date: _____ Approved by: _____ Treasurer's Office: Received Date: _____ Entered by: _____ Prenote Date: _____ Direct Deposit Date: _____