

Melvindale-Northern Allen Park School District

Business Office
18530 Prospect
Melvindale, MI 48122
(313) 389-3300

AUTHORIZATION FOR DIRECT DEPOSIT

You may choose a maximum of two accounts/banks/credit unions in which to direct deposit, one of which **must** be your net check. Specify *all* direct deposit information including any current/ bank/credit union direct deposits you wish to continue. To stop a direct deposit, please check STOP.

PLEASE ATTACH A VOIDED CHECK FOR CHECKING ACCOUNT AUTHORIZATION OR A DEPOSIT SLIP FOR SAVINGS ACCOUNT AUTHORIZATION.

Please note: If funds sent to your credit union are to be split into several accounts *under the same account*, you must notify the credit union how you want the funds split.

OPTIONAL FLAT DEDUCTIONS

Name of Banking Institution _____ Amount \$ _____

Routing/Transit Number _____ (9 digits) STOP ☐

Account Number _____ Circle One: Checking Savings

NET CHECK

Name of Banking Institution _____ Amount \$ _____

Routing/Transit Number _____ (9 digits) STOP ☐

Account Number _____ Circle One: Checking Savings

I hereby authorize Melvindale-Northern Allen Park School District to deposit my entire pay automatically into the account(s) specified above. This authorization also allows Melvindale-Northern Allen Park School District to adjust entries to correct errors. It is agreed that these deposits and adjustments may be made electronically and under the rules of the National Automated Clearing House Association. This authorization shall remain in effect until written notice of termination is given to Melvindale-Northern Allen Park School District.

Employee Signature

XXX-XX-_____
Employee SS# - last four digits

Date

Printed Name

Phone Number