

Neah-Kah-Nie School District 56

504 North Third Avenue • PO Box 28, Rockaway Beach, OR 97136
(503) 355-2222 • Fax (503) 355-3434

To: All Employees
From: Carol Richmond
Subject: Direct Deposit Payroll

If you would like to have your payroll check directly deposited into your bank account, please **FILL OUT THE AUTHORIZATION BELOW AND ATTACH A VOIDED CHECK.**

If you have a bank that is out of the local area, please add the phone number. In some cases, we have to make contact with the bank before the Direct Deposit is completed. You will receive a paper check the first month that you sign-up for direct deposit, while the direct deposit makes a dry run through your account.

Employee Name: _____

I hereby authorize Neah-Kah-Nie School District 56 to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking savings (please select one) account indicated below and the depository named below, to credit and/or debit the entries to such account.

DEPOSITORY: Financial Institution _____

Account No. _____ Branch _____ City _____

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

Employee Signature: _____ Date: _____