



# RE-1 Valley School District

Logan County, Colorado

## Authorization for Automatic Payroll Deposit

I authorize RE-1 Valley School District and my financial institution to electronically deposit my pay to my account each payday and, if necessary, to adjust or reverse a deposit for any payroll entry made to my account in error.

This authorization will remain in effect until I instruct RE-1 Valley School District (in writing) to change my automatic deposit to another financial institution.

Employee Name (PRINT): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address/PO Box

City State Zip

Employee #: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### COMPLETE THE INFORMATION BELOW FOR UP TO TWO DIFFERENT ACCOUNTS

Bank name: \_\_\_\_\_ Checking Savings  
Circle one

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_ \$ \_\_\_\_\_  
Amount deposited to this account

Bank name: \_\_\_\_\_ Checking Savings  
Circle one

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_ \$ \_\_\_\_\_  
Amount deposited to this account

**ATTACHMENT NEEDED**  
*Please attach a voided check(s) here or staple a printout to this form from your bank with your account number and bank routing number*