



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

Please attach a voided check(s) here.