

Bloom-Carroll Local School District

5240 Plum Road Carroll, OH 43112

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize the Bloom-Carroll Local School District to send credit entries (and appropriate debit and adjustment entries) electronically or by any other commercially accepted method, to my account(s) indicated below. This authorized the financial institution holding the Account to post such entries. This authority will remain in effect until the District has received another Direct Deposit Authorization.

This form supersedes all previously submitted forms, please include ALL accounts you want your pay to be sent to via Direct Deposit.

A voided check (not a deposit slip) or direct deposit form/letter from your bank is required for all NEW accounts listed

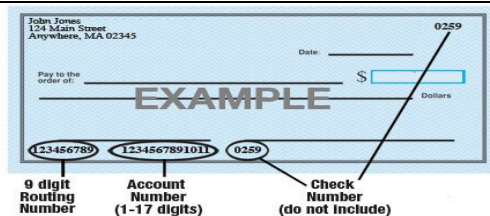
Initial Request/New Form

Updated Request; Requested Change Date _____

Notice: All updated requests or changes to the initial form must be hand delivered or send via interoffice mail to the Payroll Department.

Name: _____ (please print) Social Security Number: xxx-xx-_____

Employee Signature: _____ Date: _____



Please note that should there be any type of pay sent via Direct Deposit, that it will always be paid according to the information listed below.

Account Number 1:	Change Existing Deposit	New Direct Deposit Account
Bank/Financial Institution Name:	_____	
Account #:	_____	
9 Digit Routing #:	_____	
Account Type:	Checking	Savings
New Deposit Amount:	\$ _____ , _____ %	OR Full Net Amount

Account Number 2:	Change Existing Deposit	New Direct Deposit Account
Bank/Financial Institution Name:	_____	
Account #:	_____	
9 Digit Routing #:	_____	
Account Type:	Checking	Savings
New Deposit Amount:	\$ _____ , _____ %	OR Full Net Amount

Account Number 3:	Change Existing Deposit	New Direct Deposit Account
Bank/Financial Institution Name:	_____	
Account #:	_____	
9 Digit Routing #:	_____	
Account Type:	Checking	Savings
New Deposit Amount:	\$ _____ , _____ %	OR Full Net Amount

Be sure to include a voided check or letter from your bank that lists the routing, account and type of account for EACH NEW account listed on this form.

Payroll Office Use Only:

Received Date _____ USPS Updated Date _____