

**DIRECT DEPOSIT YOUR PAYROLL CHECK**

Corvallis School District 509J  
Authorization for Automatic Payroll Deposits

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

I here by authorize the Corvallis School District 509J to initiate credit entries to my **checking/savings** account. (Circle one) I have attached a voided check or deposit slip showing the financial institution routing number and my account number. This authority is to remain in full force and effect until 509J has received written notification from me of its termination in such time and in such manner as to afford 509J reasonable opportunity to act on it.

**I will notify payroll before closing this bank account. If I fail to do so, and it is necessary to reverse an entry, I agree to pay any fees associated with redirecting my payroll funds.**

Dated \_\_\_\_\_ Signature \_\_\_\_\_

You will receive an actual check in the month you request direct deposit. Our bank requires us to match your account up with your information, before transmissions into your account occur.