

SWEET HOME SCHOOL DISTRICT NO. 55  
Sweet Home, Oregon

# **DIRECT DEPOSIT**

## **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEBITS**

I authorize Sweet Home School District No. 55 (herein called COMPANY) to initiate debit entries and to initiate, if necessary, credit entries and adjustment for any debit entries in error to my (select one) Checking  or Savings  account hereinafter called DEPOSITORY to debit and/or credit the same to such account. I have included a VOIDED check which has the necessary institution information required for direct deposit. My monthly paystub will be emailed to me at the email I provided below.

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

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Email \_\_\_\_\_

(direct deposit receipts will be sent by email)

**ATTACH**

**VOIDED CHECK**

**(If you are setting up a new direct deposit  
or changing your direct deposit)**

Direct deposit forms received in the business office by the 5<sup>th</sup> of the month will be processed for the end of the month payroll. Contact Cindy Bell at 541-367-7112 if you have questions regarding your direct deposit.

# **Reasons to Direct Deposit**

- 1. It's convenient. You don't have to go to the bank to cash and/or deposit your check.**
- 2. It's safe. No more lost, stolen or misplaced checks.**
- 3. It's reliable. Your money will be available the day of the payment.**
- 4. It saves time. Did you know that people spend as much as 24 hours each year waiting in line to cash their paychecks?**
- 5. It's automatic. You can get your paycheck even when you are out sick or out of town, reassured that the checks you've written will clear.**
- 6. It's flexible. Direct deposit can be changed at any time.**
- 7. It's bank smart. With an ATM card you can have access to your funds 24/7.**
- 8. It's peace of mind. During a physical and/or natural disaster when printing or mail service is unavailable, direct deposit will be the only viable method of payment through which you can receive your paycheck.**