



PAYROLL & BENEFITS DEPARTMENT
1621 UNIVERSITY AVE • SAN ANGELO, TX • 76904
(325) 947-3838 x 788 PHONE • (325) 944-0540 FAX

DIRECT DEPOSIT AUTHORIZATION FORM

I hereby authorize San Angelo ISD to initiate direct deposit to the account specified below and authorize the bank or credit union named below to credit the entries to the account specified, and, if necessary, initiate adjustments for any transactions credited/debited in error. Further, I agree not to hold San Angelo ISD responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This authorization will remain in effect until San Angelo ISD receives a written termination notice from me or my financial institution and has a reasonable opportunity to act on it, or until I submit a new direct deposit authorization form to the Payroll Department.

Employee ID Number: _____

Employee Name: _____
(Please print) Last First MI

Position Title: _____ Campus / Location: _____

Name of Bank or Credit Union: _____

Type of Account: (**Check one box only**)

Checking Account

Savings Account

Pre-Paid Card

Routing Number: _____ initials _____
(All 9 digits must be completed)

Account Number: _____ initials _____
(Your account number may not fill in all the digits)

Employee Signature: _____ Date _____

- Note: It takes two pay periods for your check to direct deposit into your bank or credit union account.
(The first pay period after this form has been received will be a test run and a paper check will be issued to you; and may be picked up in the Payroll & Benefits Department on pay day. On the second pay period, your pay will be directly deposited into your bank or credit union).
- Contact the Payroll & Benefits Department *immediately*; **IF or WHEN** you close your bank account.
- Contact the Payroll & Benefits Department if your **ACCOUNT NUMBER CHANGES**.
- Contact the Payroll & Benefits Department if you have questions – Renee’ Dunagan 947-3838 x 788.