BELMONT-HARRISON VOCATIONAL SCHOOL DISTRICT
EMPLOYEE DIRECT DEPOSIT AUTHORIZATION FORM

The authorization form below gives your employer and your financial institution the authority to deposit your compensation to your account(s). Simply complete the form to take advantage of Direct Deposit.

1. Mark the corresponding account-type box to indicate whether your pay should be deposited to your checking or savings account.
2. Fill in the name, and location of your financial institution, the routing/transit number and your account number.
3. If using more than one account for deposit, please use blocks provided for a second account and indicate either the % of pay or dollar amount to be deposited.
4. If possible, please attach a voided check for verification of all financial institution information.
5. If you wish to have your notification of direct deposit emailed to you, check "Yes" in the email section.
6. Please be sure to sign the form at the bottom!

Employee's Authorization – Please fill out and return to the Treasurer's office.

I authorize my employer, Belmont-Harrison Vocational School District, JP Morgan Chase Bank, and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries that were incompletely funded by my employer or for any credit entries otherwise in error to my account. Further, I understand that it is my sole responsibility to notify my employer by resubmitting this form of any changes in my financial institution.

This authority will remain in effect until my employer or I cancel it in writing.

1. [ ] Checking (23) [ ] Savings (33)

_____
Financial Institution & Branch City/State/Zip

Routing/Transit Number

Your Account Number at Financial Institution

_____%* or $_____ to deposit in this account

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2. [ ] Checking (23) [ ] Savings (33)

_____
Financial Institution & Branch City/State/Zip

Routing/Transit Number

Your Account Number at Financial Institution

_____%* or $_____ to deposit in this account

*Your entire paycheck amount must be direct deposited. If choosing a fixed dollar amount for one account, the balance (100%) will be deposited to the other account.

☐ Yes, I want my Notification of Direct Deposit sent via email (Please note: your notice will be email to your OMERESA email account, you may indicate an additional email account if you choose. If so, indicate below):

Secondary email address (optional): _____

_____ _____
Employees Name (please print) Employees Signature