



Automatic Payroll Deposit

Pay periods are from the 11th of one month to the 10th of the next month.
Payday is the last working day of the month.

Employee's Name: _____

I authorize the La Center School District's payroll department to initiate deposits to the following bank/credit union. This authorization is to remain in full force and effective until canceled by me in writing or upon termination of my employment.

Checking Account Information – Please attached either a voided check or a form from your banking institution with the routing and account number typed on letterhead.

(Deposit slips are not accepted.)

Employee's Signature: _____ Date: _____

Form must be received by the 10th for direct deposit to begin the same month. Forms received after the 10th will process the following month.

**This form must be hand delivered to the payroll department with
signature and date when received.**

Payroll/HR Department signature

Date