



Hardin-Jefferson ISD Direct Deposit Form

(Direct Deposit Is Mandatory For All Employees)

Return form via inter-office mail, or by U.S. Mail to:
 Hardin-Jefferson ISD Payroll Office
 P.O. Box 2003
 Sour Lake, TX, 77659

Employee Information	
Name:	SSN:
Telephone#	Campus:

Main Account	Type of Account	Bank Information
Check One: <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Check One: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank Name: _____ ABA Bank Routing Number: ____ _ ____ _ ____ _ ____ _ Account Number: _____

*******Complete the section below if you are depositing check into more than one account*******

2nd Account	Type of Account	Bank Information
Check One: <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Check One: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank Name: _____ ABA Bank Routing Number: ____ _ ____ _ ____ _ ____ _ Account Number: _____ Specified Dollar Amount: \$ _____

3rd Account	Type of Account	Bank Information
Check One: <input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Delete	Check One: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank Name: _____ ABA Bank Routing Number: ____ _ ____ _ ____ _ ____ _ Account Number: _____ Specified Dollar Amount: \$ _____

I authorize Hardin-Jefferson ISD and the Financial Institution(s) listed above to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). I understand that if my net pay is not large enough to deduct the second or third account amount that my entire net pay will be deposited into my main account.

The instructions to view/print pay stubs and access payroll information are on the Hardin-Jefferson ISD website under the Staff/Payroll & Benefits Link. <http://www.hjisd.net>

Please attach a voided check for each account.

*New Direct Deposit Forms and cancellations are due by the 10th of the month.

Signature Date