



Payroll Office
20200 Eastway Village Drive
Humble, Texas 77338
(281) 641-8026 telephone
(281) 641-1061 fax

AUTHORIZATION FOR DIRECT DEPOSIT

Employee Name _____

Social Security Number _____

Munis Employee ID _____

Reason: Initial Enrollment Change of Account

Bank Name: _____

Account Number: _____

Routing Number:

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Type of Account: Checking Savings

I authorize Humble Independent School District to credit my payroll check to my account as indicated on the attached voided check for checking accounts or Financial Institution Certification for savings accounts. I further authorize Humble Independent School District to debit my account for any payroll checks credited to my account in error. Should I change my checking or savings account, I will complete a new Direct Deposit Authorization listing the new account information. I realize if I fail to notify Humble Independent School of any bank account changes, returned items will be reissued with the next payroll cycle after the item is returned. I understand that Humble Independent School District is not responsible for any banking errors. This authorization is to remain in effect until Humble Independent School District has received written notification.

Employee Signature _____ Date _____

Attach Voided Check or Financial Institution Certification Here

Payroll Office Use Only:

Entered into Munis by:

Verified by: