

MAGNOLIA INDEPENDENT SCHOOL DISTRICT
Magnolia, Texas

DIRECT DEPOSIT CREDIT/DEBIT AUTHORIZATION FORM

I hereby authorize Magnolia Independent School District to initiate entries to my checking and/or savings account at the financial institution(s) listed below, and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Magnolia Independent School District is notified by me in writing to cancel it in such time to afford Magnolia Independent School district a reasonable opportunity to act on it. I understand that (10) days written notice is necessary to cancel or change this authorization and that failure to act with in the time period may result in delayed deposits. In the event that I change financial institutions, I will complete a new authorization form with the proper documentation attached and submit it to the Business Office with the time limits above.

Name (Please Print)

Date

Signature

Social Security Number

(1) Checking

Bank Name _____

Checking Account Number _____

Percent _____

Voided check must be attached. If you do not have a voided check, please submit a letter from your bank that verifies your name, routing number and account number. Deposit slips not acceptable.

(2) Savings

Bank Name _____

Savings Account Number _____

Percent _____

Voided check must be attached. If you do not have a voided check, please submit a letter from your bank that verifies your name, routing number and account number. Deposit slips not acceptable.

Total of percentages must equal 100%

RETURN COMPLETED FORM TO MISD BUSINESS OFFICE

Please note that the bank will verify your information the first payday and direct deposit the following payday

ATTACH VOIDED CHECK/SAVINGS INFORMATION HERE

Do not attach a deposit slip