

# Montgomery I.S.D.

13159 Walden Road    Montgomery, Texas 77356    936-582-1333



## DIRECT DEPOSIT AUTHORIZATION

**TO SIGN UP FOR DIRECT DEPOSIT: Complete Section 1 and Section 2. (There must be a voided check or financial institution direct deposit form attached before it is returned to Payroll.)**

### Section 1: Employee Information

NAME OF EMPLOYEE (Please print)

EMPLOYEE ID NUMBER

The following declaration MUST be completed by all payees requesting direct deposit:

*(International Banking Rules require this statement to be completed)*

Will these payments be transferred or forwarded outside of the United States?    Yes    No.

If yes, to what country? \_\_\_\_\_ Percentage of payment to be transferred \_\_\_\_\_ %.

I hereby authorize my payment(s) to be electronically deposited with the financial institution named below, in the following designated account. Direct deposits take 2 cycles to establish. This authorization will remain in effect until the district has received written notification from me that it is to be terminated in such time and manner for the district to act on it. If the district erroneously deposits funds into my account, I authorize the district to initiate the necessary debit entries, not to exceed the total of the original amount(s) credited. I further acknowledge and agree that the Montgomery Independent School District shall not be liable for damages related to late deposit or to deposit error by the originating bank or the receiving bank that might result in overdraft charges by my bank or insufficient funds charges to me, and acknowledging that it is my duty to ensure that deposits have been made to my account(s) on a timely basis. Failure to notify the Payroll Department of account changes by the first of the month may result in a delay in receiving funds. If my account has been closed while funds are being transferred or my bank cannot accommodate the direct deposit, the funds must be returned before a replacement check can be issued. This may take up to 5 business days after a pay date.

I am further aware that I may view important payroll and benefit information through the Employee Access Center. Paper vouchers will not be printed.

### Section 2: Bank Information

BANK (FINANCIAL INSTITUTION)

ADDRESS

TELEPHONE NUMBER

Other information:

DEPOSITOR'S ACCOUNT NUMBER

*(Please enter account number EXACTLY as on bank records.)*

DEPOSITOR'S 9-DIGIT ROUTING NUMBER

*(Please enter routing number EXACTLY as on bank records.)*

CHECKING

SAVINGS ACCOUNT

PAYEE'S SIGNATURE

DATE

ATTACH CHECK HERE