Humble
Independent School District

Authorization for Direct Deposit Form
(Note: Changes may take up to 5 business days to process.)

General Information

First Name:		Last Name:	

Social Security Number:		Employee ID Number:	

Reason: ☐ Initial Enrollment ☐ Change of Account ☐ Add Secondary Account

Primary Account

Bank or Pay Card Name:

Account Number:		**Internal Use Only**
		Bank Code

Routing Number: ☐☐☐☐☐☐☐☐☐

Account Type: ☐ Checking ☐ Savings ☐ Pay Card

Secondary Account

Bank or Pay Card Name:

Account Number:		**Internal Use Only**
		Bank Code

Routing Number: ☐☐☐☐☐☐☐☐☐

Account Type: ☐ Checking ☐ Savings ☐ Pay Card

Amount (Per Paycheck): $_____

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Authorization

I authorize Humble Independent School District to credit my payroll check to my account(s) as indicated on the attached voided check(s) for checking accounts or Financial Institution Certification(s) for savings accounts or pay cards. I further authorize Humble Independent School District to debit my account for any amount credited to my account(s) in error. I understand that the direct deposit is due at my bank based on Humble Independent School District's pay dates and that I am responsible for any and all bank service fees that result from me paying out of my account before the direct deposit is posted. Should I change my checking or savings account, I will complete a new Authorization for Direct Deposit Form listing the new account information. I realize that 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 the Humble Independent School District Payroll Department has received written notification of a change.

Employee Signature: _____   **Date: _____**

MANDATORY
*** Attach Voided Check(s) Below ***
Savings Accounts and Pay Cards Require Financial Institution Certification(s) (Attach Behind This Form)

Primary Account:

Secondary Account: