

**Naperville Community Unit School District 203
DuPage County, Illinois**

Direct Deposit Authorization Form

Section I (Employee/Depositor Information)

Name of Employee _____
Last First Mid Initial

Bank	Account Number	Routing Number "9 digit"	Checking/ Savings	Flat Amount	% of Net

***Employees may now have up to 3 accounts**
***Please staple a voided check to this form for each checking account and a deposit ticket for each savings account**

Section II (Authorization)

I hereby authorize my employer, Naperville C.U.S.D. 203, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until Naperville C.U.S.D. 203 has received written notification from me of its termination in such timely manner as to give Naperville C.U.S.D. 203 and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.

Section III (Employee Certification)

I certify that I have read and understood this form. In signing this form, I authorize my payroll to be sent to the financial institution name in Section I to be deposited to the designated account. I will not hold the district liable for any banking errors made by my designated financial institution.

Signature Date

Employee Number Building/Work Location

***Please return to the Payroll Office after completion for processing**

****Please Note: The first paycheck issued after payroll receives the direct deposit form will be a REGULAR PAYCHECK. The information is tested by the system and if everything is correct, the next paycheck will be direct Deposit.**