# WARREN WOODS PUBLIC SCHOOLS ~ DIRECT DEPOSIT

Initial Enrollment  Change

|  |  |  |
| --- | --- | --- |
| Name | | Employee Number |
| Financial Institution Name | | |
| Address of Financial Institution | | |
| City | State | Zip Code |

**Check One:** Checking  Saving

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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TRANSIT ROUTING NUMBER ACCOUNT NUMBER

**Step 4:** If depositing to a checking account, please attach a blank, voided check.

(Deposit tickets are not acceptable as they can have the incorrect routing number)

**Step 5:** Read, sign and date this form. Submit completed form to Payroll Department.

I authorize Warren Woods Public Schools to initiate debit entries to the designated financial institution and account listed above. This authorization will also allow Warren Woods Public Schools to adjust entries to correct errors.

This authority will remain in effect until Warren Woods Public Schools has received changes in writing.

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SIGNATURE DATE

**Please note:** Dependent upon the date this completed form is received by the Payroll Department, your direct deposit might not be effective for up to 3 pay cycles. Please watch your paychecks carefully.

For any questions regarding Direct Deposit, please contact Donna in the Payroll Department at (586) 439-4462.

# DIRECT DEPOSIT INFORMATION

# You may direct deposit, net check, to 1 (one) financial institution

# As indicated on the direct deposit form, you must include a blank, voided check with your direct deposit form. This is to insure routing number accuracy.

# You, the employee, are responsible to communicate any bank changes to the payroll department in a timely fashion. Failure to keep the payroll department current regarding any changes in financial institution or account changes could result in a delay in your receipt of your paycheck. Manual checks will not be issued in these situations.

# Please read the direct deposit form carefully. There is important information on the form regarding the process.

# If you have any questions, please e-mail or call Donna Mitchell in the payroll department. Donna’s e-mail is [dmitchell@waw.misd.net](mailto:dmitchell@waw.misd.net); her telephone number is (586) 439-4462.

# Thank you