



HUMAN RESOURCES DEPARTMENT
1621 UNIVERSITY AVE • SAN ANGELO, TX • 76904
(325) 947-3838 x 788 PHONE • (325) 947-3771 FAX

DIRECT DEPOSIT AUTHORIZATION FORM

I hereby authorize San Angelo ISD to initiate direct deposit to the account specified below and authorize the bank or credit union named below to credit the entries to the account specified. Further, I agree not to hold San Angelo ISD responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This authorization will remain in effect until San Angelo ISD receives a written termination notice from me or my financial institution and has a reasonable opportunity to act on it, or until I submit a new direct deposit authorization form to the Human Resources Department.

Employee ID Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_
(Please print) Last First MI

Position Title: \_\_\_\_\_ Campus / Location: \_\_\_\_\_

Name of Bank or Credit Union: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Type of Account: (Check one box only)

[ ] Checking Account (attach a voided check or complete information below)

[ ] Savings Account (attach a deposit slip or complete information below)

Routing Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] \_\_\_\_\_ initial

Account Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] \_\_\_\_\_ initial

Signature \_\_\_\_\_ Date \_\_\_\_\_

- 1. Note: It takes two pay periods for direct deposit to become effective. (The first pay period after this form has been received will be a test run and a paper check will be issued to you; and may be picked up in the Business Office on pay day. On the second pay period your pay will be directly deposited into your bank or credit union).
2. Contact the Human Resources Department BEFORE closing your account.
3. Contact the Human Resources Department when you make any CHANGES to your bank account.
4. Contact the Human Resources Department if you have questions – Laura Clark 947-3838 x 788.