

**KERRVILLE ISD
DIRECT DEPOSIT FORM**

IMPORTANT!!!!

Sign up or make changes to current Direct Deposits by the 5th of each month to be effective for the current payroll. The new Direct Deposit information will be sent to the bank as a prenote. This means the new account number will be checked to make sure that funds will go to the account.

Any new Direct Deposit or changes to current Direct Deposits received after the 5th of the month will result in an actual pay check for the current month and will begin as a Direct Deposit the following month.

PLEASE CANCEL ALL DIRECT DEPOSITS IN WRITING OR EMAIL TO THE PAYROLL DEPARTMENT. DIRECT DEPOSIT MUST BE CANCELLED AT LEAST 7 DAYS BEFORE CHECKS ARE ISSUED.

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SECTION 1 - EMPLOYEE INFORMATION

NAME _____

SS# _____ (LAST FOUR DIGITS)

SECTION 2 - FINANCIAL INSTITUTION INFORMATION

BANK _____

ADDRESS _____

PHONE# _____

BANK ROUTING NUMBER (9 DIGITS) _____

BANK ACCOUNT NUMBER _____

ACCOUNT TYPE (CHECK ONE) CHECKING SAVINGS

PAPER COPY OF DEPOSIT ADVICE YES NO

SECTION 3 - AUTHORIZATION

I AUTHORIZE KERRVILLE ISD TO MAKE PAYMENTS DUE TO ME BY ELECTONIC FUNDS TRANSFER TO ACCOUNT LISTED ABOVE.

SIGNATURE OF AUTHORIZER _____

DATE _____