

**KERRVILLE ISD
DIRECT DEPOSIT FORM**

IMPORTANT!!!!

When signing up for Direct Deposit or changing Direct Deposit, the first month the change is made will result in an actual pay check. The new Direct Deposit information will be sent to the bank as a pre-note. This means the new account number will be checked to make sure that funds will go through the account.

Sign up before the cut off date for each month. Please cancel Direct Deposit in writing or e-mail the Payroll Department. **DIRECT DEPOSIT MUST BE CANCELLED AT LEAST 7 DAYS BEFORE CHECKS ARE ISSUED.**

ramona.currin@kerrvilleisd.net

SECTION 1 - EMPLOYEE INFORMATION

NAME _____

SS# _____

SECTION 2 - FINANCIAL INSTITUTION INFORMATION

BANK _____

ADDRESS _____

PHONE# _____

BANK ROUTING NUMBER (9 DIGITS) _____

BANK ACCOUNT NUMBER _____

ACCOUNT TYPE (CHECK ONE) CHECKING SAVINGS

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 _____