

# Altus Public Schools

## Direct Payroll Deposit Authorization

I hereby authorize Altus Public Schools to make payroll deposits (credit entries) directly into my account as indicated below. I acknowledge that the origination of ACH (*Automated Clearing House*) transactions to my account must comply with the provisions of US law.

\_\_\_\_\_  
Employee Name (Please Print) \_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Name of Financial Institution Address City, State, & Zip

Account Type (✓):  Checking  Savings \_\_\_\_\_  
Routing Number Account Number  
(YOU MAY LEAVE THESE LINES BLANK IF YOUR VOIDED CHECK IS ENCODED WITH THESE NUMBERS.)

**Must provide voided check form from bank.**

	1234
Pay to the Order of _____	Date _____
	\$ _____
_____ Dollars	
<b>***PLEASE TAPE A VOIDED CHECK IN THIS SPACE***</b>	
Memo _____	
123456789 00000000000000000000000000000000 0000	

**Return this authorization form to the Administrative Office.**

Signed \_\_\_\_\_ Date \_\_\_\_\_