

DEARBORN SCHOOLS PAYROLL

DIRECT DEPOSIT SIGN-UP FORM



You may specify up to three checking or savings accounts. Remit this form along with a voided check and/or a photocopy of the account information section of your bank statement to the Payroll office by interschool or U.S. Mail, Payroll, Dearborn Public Schools, 18700 Audette, Dearborn, MI 48124.

IMPORTANT: Partial Direct Deposits are not allowed unless your Net Pay is also Direct Deposited.

Employee is responsible for the accuracy of routing and account numbers listed on this form. Check with your bank if you are unsure.

I authorize Dearborn Schools to deposit my pay to my checking and/or savings account(s) listed below and, if there is any error, to make the necessary corrections to my account(s).

Employee Name (printed): _____ Social Security #: _____
 _____ **or** _____
 Employee Id #: _____

Signature: _____ Date: _____

ACCOUNT 1:

ACTION

- New
- Change
- Stop

(999) REQUIRED - Net Pay Direct Deposit to any bank or credit union
Net Pay less any partial direct deposits (if any) listed below will be deposited into this account

Bank Name: _____ Routing Number: _____

Account Number: _____ Checking: Savings:

ACCOUNT 2:

ACTION

- New
- Change
- Stop

(998) OPTIONAL Partial Direct Deposit to any bank or credit union

Amount: \$ _____

Bank Name: _____ Routing Number: _____

Account Number: _____ Checking: Savings:

ACCOUNT 3:

ACTION

- New
- Change
- Stop

(997) OPTIONAL Partial Direct Deposit to any bank or credit union

Amount: \$ _____

Bank Name: _____ Routing Number: _____

Account Number: _____ Checking: Savings: