# Detroit Public Schools Community District – Office of Payroll Direct Deposit Authorization

Direct Dep	1051L /	Authorization	
Please print or type			
Today's Date:	File Number:		
Name (Last, First, Middle):			
Work Location: Work Teleph	none #:	Home Telephone #:	
Home Address: Number Street			
		City State Zip	
deposit into a checking account will be processed; starter and distributed in the pay period following your receipt of the	checks Distric	You must attach a voided check to this form before a direct are not permitted. Direct deposit authorizations be will deducted at's pre-notification memorandum. All completed forms should be are Fisher Building. Contact the Payroll Customer Service Center at SECTION B – Two Accounts	
SECTION A - One Account		SECTION B - TWO ACCOUNTS	
Any United States Financial Institution Name:  Routing - ABA Number  Account Number  Type of Account (check ONE only): Checking Savings  OR  MICHIGAN FIRST  CREDIT UNION	Attach Voided Check	ACCOUNT I  Any United States Financial Institution Name:  Routing - ABA Number  Account Number  Type of Account (check ONE only): Checking Savings  PICK ONLY ONE  Specific Amount:	
Routing - ABA Number  Account Number  Type of Account (check ONE only): Checking Savings  Entire Net Pay	Attach	ACCOUNT II  Any United States Financial Institution Name:  Routing - ABA Number  Account Number  Type of Account (check ONE only): Checking  Remaining Net Pay	
*** DEAD THE FOLLOWING INFORMATIO	NI 0 A F	DEFINITY DEFORE YOU GION THIS FORM ***	

#### \*\*\* READ THE FOLLOWING INFORMATION CAREFULLY BEFORE YOU SIGN THIS FORM \*\*\*

I understand that this agreement will remain in effect until I have filed a new authorization, have terminated my employment with Detroit Public Schools Community District (DPSCD), or the Financial Institution has notified DPSCD of its' termination of the employee's arrangement.

I understand that if funds to which I am not entitled are deposited into my account, I authorize DPSCD to <u>immediately</u> direct the financial institution to return said funds.

I understand that Detroit Public Schools Community District shall not be held responsible for any loss of deposit standing in my name in any financial institution. I also understand that if I terminate my employment with DPSCD, my final payment may not be directly deposited to any financial institution. I further understand that DPSCD shall not be held responsible for any changes in rulings or regulations imposed by any financial institution.

Employee's Signature	Date	
		Rev: 04/25/18 BC

#### **DIRECT DEPOSIT INSTRUCTIONS:**

When you sign up for the Direct Deposit Program, you may choose to have your <u>entire net pay deposited into one or two accounts</u>. These accounts can be at the same or different federally regulated financial institution.

If you choose to deposit your net pay into two bank accounts, you must deposit a percentage or fixed amount into your designated <u>Account I</u>. The remainder by default will be deposited into <u>Account II</u>.

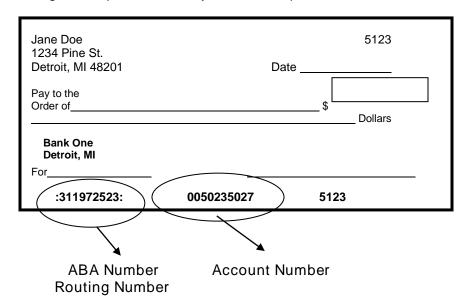
### SECTION A INSTRUCTIONS:

If you choose to have your entire check deposited into only one account, you should complete Section A of the Form. The entire amount must be designated to either the checking or savings account. You may request direct deposit into any federally regulated financial institution in the United States.

## **SECTION B INSTRUCTIONS:**

If you choose to have your entire net pay deposited into two different accounts, you should complete Section B of the form.

Be sure to contact your financial institution(s) to verify the accuracy of your financial institution's routing number - ABA number(s), account number(s) and account type(s). This will ensure that there are no delays in processing and/or problems with your direct deposit.



<u>NOTE:</u> Please remember to attach a voided check to your Direct Deposit Authorization Form; starter checks are not permitted. Faxed or photo-copied Direct Deposit Authorization Forms are not accepted.

<u>EMPLOYEE</u>: Please return the completed form in a sealed envelope to the Office of Payroll, Customer Service Center – 11<sup>th</sup> Floor Fisher Building.

Rev: 04/25/18 BC