

# CUSD #300 - Direct Deposit Authorization Agreement

**Employee Name:** \_\_\_\_\_ **ID #** \_\_\_\_\_

I hereby authorize Community Unit School District #300, hereinafter called the COMPANY, to initiate credit entries and if necessary, debit entries and/or adjustments for any erroneous credit entries made into the below noted depository financial institution, hereinafter called the BANK. I acknowledge that the origination of ACH transactions to my accounts must comply with provisions of U.S. law. This authorization is to remain in full force until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and BANK a reasonable opportunity to act on it.

**New Authorization**                       **Change in Authorization**

### Bank #1

Bank Name: _____	Address: _____
Type of Account:            _____ Checking	_____ Savings
Amount of Deposit:        _____ Flat \$ Amt**	_____ Percentage Amt*            _____ Net Check**
Account Number: _____	Routing Number: _____

### Bank #2

Bank Name: _____	Address: _____
Type of Account:            _____ Checking	_____ Savings
Amount of Deposit:        _____ Flat \$ Amt**	_____ Percentage Amt*            _____ Net Check**
Account Number: _____	Routing Number: _____

### Bank #3

Bank Name: _____	Address: _____
Type of Account:            _____ Checking	_____ Savings
Amount of Deposit:        _____ Flat \$ Amt**	_____ Percentage Amt*            _____ Net Check**
Account Number: _____	Routing Number: _____

*\*Flat Amount and Percentage Amounts are per pay period amounts*

*\*\*Net Check is the amount of your check after all taxes and deductions have been taken (including partial check deposits)*

**Please complete and forward this form with a voided check (for each account) or a statement from the bank verifying the routing and account numbers (i.e., for savings accounts) to the Payroll Department. All questions should be directed to the Payroll Department at (847) 551-8341.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **School/ Building:** \_\_\_\_\_