

**THORNAPPLE KELLOGG SCHOOL
MIDDLEVILLE, MICHIGAN**

If you would like to sign up for direct deposit this is the form for you. Direct deposit is the one way we can streamline and expedite the payroll process. This is a cost savings for the district and time saver for you.

Please complete the information requested below. Please remember to notify Payroll if you close your account or change banks.

ATTACH A VOIDED CHECK HERE

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS
ACH CREDIT**

NAME: _____ **S.S. #** _____

ADDRESS: _____ **CITY/STATE/ZIP** _____

I, hereby authorize Thornapple Kellogg School to initiate credit entries and if necessary debit entries and adjustments for any credit entries in error to the depositories and accounts listed. I have attached the necessary voided check for my account.

BANKING INSTITUTION: _____

TYPE OF ACCOUNT: **CHECKING** **SAVINGS**
PLEASE CIRCLE ONE

This authority is to remain in full force and effective until Thornapple Kellogg School has received authorization from me of termination in such time and in such manner as to afford Thornapple Kellogg School and depository a reasonable opportunity to act on it.

SIGNATURE: _____ **DATE:** _____

SCHOOL/DEPARTMENT WORKING IN: _____