

DIRECT DEPOSIT OF PAY

Employee's Authorization for Ionia County Intermediate School District

I authorize you and the financial institutions listed below to deposit my pay automatically to my checking and/or savings account each payday. Adjusting entries to correct errors are also authorized. I understand that my pay stub will be e-mailed to me each payday. This will remain in effect until I have cancelled it in writing.

Employee Signature Date

Employee Name (please print) Employee ID Number

E- mail address **I do not wish to have my pay stub e-mailed to me**

Financial Institution Name Financial Institution Name

Address Address

City State Zip City State Zip

Checking Account Number Amount **Checking Account Number** Amount

Transit Routing Number Transit Routing Number

Savings Account Number Amount **Savings Account Number** Amount

Transit Routing Number Transit Routing Number

