

Direct Deposit Authorization

I hereby authorize Lancaster County Career & Technology Center to initiate Direct Deposit entries to my account(s) indicated below at the bank(s) named below.

Date _____

Employee Name (print): _____

Are you **ADDING** or **CHANGING** accounts? (circle one)

If changing to a new account do you want to keep your current account active while we run the testing for the new account?

YES **NO**

Bank #1 Name _____
Routing Number (9 digits): _____
Account Number _____
Type of Account: Checking__ Savings__
Amount to deposit: \$/% _____

Bank #2 Name _____
Routing Number (9 digits): _____
Account Number _____
Type of Account: Checking__ Savings__
Amount to deposit: \$/% _____

Bank #3 Name _____
Routing Number (9 digits): _____
Account Number _____
Type of Account: Checking__ Savings__
Amount to deposit: \$/% _____

NOTE: The first pay after you submit direct deposit information to payroll will be run as a "Prenote" to verify bank and account information is correct. Direct deposit will begin on the next pay following the prenote as long as all information is verified correctly. Any questions please contact Andrew Bunty at ext 7071.

PLEASE ATTACHED A VOIDED FOR CHECK EACH ACCOUNT
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EMPLOYEE SIGNATURE: _____