

Community Unit School District 303

Administration Center – Business Services Department
201 South 7th Street, St. Charles, Illinois 60174-2664
(331)228-2000

DIRECT ELECTRONIC DEPOSIT

CUSD 303 can electronically deposit your net paycheck into a clearing account at our lead bank and our lead bank electronically transfers your money to your checking or savings account at the bank of your choice.

Some of the advantages of Direct Electronic Deposit are:

1. Your money automatically arrives in your bank account on scheduled paydays.
2. You don't have to go to the bank to make a deposit.
3. If a manual check is lost, there is a 10 business day wait to re-issue your check.

If you would like to take advantage of Direct Electronic Deposit, please complete page two of this form. The information on the form is self-explanatory, but please be very complete. If there is more than one name on the account, please list all names. If you choose to have your money deposited to your checking account, attach a voided check from your account which lists the bank routing number and your account number or attach your bank's direct deposit form.

The Transit/ABA number is the routing number which electronically identifies your bank. This number is the first set of numbers found on the bottom of your check. The second set of numbers is your account number, and the third set is the check number.

If you choose direct deposit into a savings account, please attach a savings deposit ticket. Savings deposit tickets generally do not have electronically coded numbers; therefore, it may be necessary for you to call your bank for the Transit/ABA number.

Please send your completed form(s) and attached documents to the Payroll Department. When we receive your completed form, we will start the process with the banks. Prior to your first check being transferred by Direct Electronic Deposit, you will receive confirmation of the start date.

****IMPORTANT**** If you plan to close an account, please allow up to 4 weeks to process by notifying the Business Services department.

If you have any questions, please contact the Payroll Department.

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Employee Authorization Agreement for Direct Deposit *PRIMARY ACCOUNT*

PLEASE PRINT

Last Name _____ First Name _____ MI _____

Address _____ City _____ St _____ Zip _____

I (we), the undersign, hereby authorize **Community Unit School District #303**, hereinafter called **Company**, to initiate credit entries to my(our):

Check one box only:

☐ **Checking account - attach a voided check OR verification from bank w/account and routing number**

☐ **Savings account - attach verification from bank w/account and routing number**

Financial Institution: _____

Transit/ABA(Routing #): _____ Account # _____

This authority is to remain in full force and effect until **Company** has received written notification from me (or either of us) of its termination in such time and in such manner as to afford **Company** a reasonable opportunity to act on it.

NAME (s) ON ACCOUNT: _____

EMPLOYEE SOCIAL SECURITY NUMBER (last 4 digits) _____

DATE: _____ SIGNED: _____

SIGNED: _____

****IMPORTANT** If you plan to close an account, please allow up to 4 weeks to process by notifying the Business Services department.**

-----For Payroll Department Use Only-----

Date Received: _____ By: _____ Reference Number _____

Date Entered: _____ Operator: _____

Date Authorization Withdrawal Received: _____ Operator: _____

Date Withdrawal Entered: _____ Operator: _____