

## Dependable

With **DIRECT DEPOSIT OF PAY**, your money will be in your account on payday and immediately available. So, you can go right ahead and write checks on payday to pay bills or get cash as you normally would.

## Easy

When you sign up for **DIRECT DEPOSIT OF PAY**, you authorize the Payroll Department to deposit your pay automatically to your checking and/or savings account. On payday, instead of a check, you receive a pay advice that shows your gross pay, deduction, net pay, etc. The pay advice is your notice of deposit.

## Flexible

With **DIRECT DEPOSIT OF PAY**, you may send portions of your paycheck to as many as three different financial institutions. You may also send your paycheck to different accounts at the same financial institution.

## Direct Deposit of Pay

**EMPLOYEE'S AUTHORIZATION** - Please return the completed form along with a blank deposit slip or voided check for your account to the Payroll Department.

I authorize Bay-Arenac ISD and the financial institution listed below to deposit my pay automatically into my account(s) each pay day. **Adjusting entries to correct errors are also authorized.** This authority will remain in effect until I have cancelled it in writing. Thirty (30) days notice must be given for any changes in banks and/or account numbers.

Employee Name (please print) _____	Date _____	Signature _____
Financial Institution Name _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Checking/Savings Account Number	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
	Enter \$ amount or "NET" for net check amount.	

Financial Institution Name _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Checking/Savings Account Number	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
	Enter \$ amount or "NET" for net check amount.	

Financial Institution Name _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Checking/Savings Account Number	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
	Enter \$ amount or "NET" for net check amount.	