

Fond du Lac School District

72 West Ninth Street Fond du Lac, WI 54935
(920) 906-6545



Payroll Direct Deposit Authorization

Complete this form to authorize the Fond du Lac School District to directly deposit your payroll payments to your financial institution. Allow two weeks for processing.

Attach a voided check or financial institution information form in order to verify the information below and return to Payroll. Deposit slips may not show the correct routing number. If documentation is not attached, it will take longer to process.

Submit a new authorization form to change your account information. Notify payroll immediately if this account has been closed.

I hereby authorize the Fond du Lac School District (“Employer”) and my Financial Institution indicated below to initiate deposits of funds to which I am entitled, automatically to my account. If funds are deposited to my account in error, I authorize my Employer to direct the Financial Institution to return such funds. This authority is to remain in full effect until the Employer or Financial Institution has received written notification from me of its termination in such time and manners as to afford the Employer or Financial Institution a reasonable opportunity to act on it, or until Employer or Financial Institution has sent me a written notice ten (10) days prior to their termination of this agreement.

My Financial Institution _____

Address of Institution _____

Bank Routing Number _____

Account Number _____

____ Checking **or** ____ Savings

Employee Name (please print)

Signature

Date