

# Richmond Community Schools

35276 Division \* Richmond, Michigan 48062 \* (586) 727-3565 \* [www.richmond.k12.mi.us](http://www.richmond.k12.mi.us)

## Direct Deposit of Pay Authorization Form

This form is for direct deposit to the institution of your choice. Direct Deposit to the bank will be handled directly by PNC Bank. To initiate your direct deposit of pay with Richmond Community Schools please complete the following information.

I authorize Richmond Community Schools and the financial institution(s) listed below to deposit my pay automatically to my account(s) each payday. Adjusting entries to correct errors are also authorized. This authority will remain in effect until I have cancelled it in writing.

### Part 1. Employee Information

Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Part 2. Financial Institution Information

Effective Date \_\_\_\_\_

A. Financial Institution Name \_\_\_\_\_

Type of Deduction: New Deduction \_\_\_\_\_ Change Deduction \_\_\_\_\_ Cancel Deduction \_\_\_\_\_

Net Pay or  Amount Employees Bank Account Number \_\_\_\_\_

Transit/Routing Number \_\_\_\_\_ Account Type \_\_\_\_\_  
(checking or savings)

B. Financial Institution Name \_\_\_\_\_

Type of Deduction: New Deduction \_\_\_\_\_ Change Deduction \_\_\_\_\_ Cancel Deduction \_\_\_\_\_

Net Pay or  Amount Employees Bank Account Number \_\_\_\_\_

Transit/Routing Number \_\_\_\_\_ Account Type \_\_\_\_\_  
(checking or savings)

### Part 3. Employee Authorization

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_