

**WACHUSETT REGIONAL SCHOOL DISTRICT  
AUTHORIZATION FOR DIRECT DEPOSIT**

<b>Employee Name</b>	
<b>School</b>	<b>Check one:</b> <input type="checkbox"/> Initial Set Up <input type="checkbox"/> Change Account # or Bank
<b>Signature (required)</b>	<b>Date</b>

I authorize Wachusett Regional School District to deposit my pay into my account(s) identified as and held at the financial institution(s) named below, and I certify that such account(s) exist. This authorization will remain in effect until I give written notification to Wachusett Regional School District to either change or terminate this authorization. I understand that each and every paycheck will be direct deposited in the account(s) which I have authorized, in the amounts which I have authorized. I have provided Wachusett Regional School District with a blank voided check solely for the purpose of verifying my account number and the financial institution's ABA (routing) number.

**\* REQUIRED: Voided check or paperwork from your bank for each institution.**

**NET PAY** (100% of pay, OR, remaining balance after Flat Amounts)

<b>Bank Name</b>	<b>Account #</b>
	<b>Routing #</b> <small>(please provide voided check)</small>
	<b>Check one:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

**FLAT AMOUNT #1** (optional)    please indicate amount: \$

<b>Bank Name</b>	<b>Account #</b>
	<b>Routing #</b> <small>(please provide voided check)</small>
	<b>Check one:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

**FLAT AMOUNT #2** (optional)    please indicate amount: \$

<b>Bank Name</b>	<b>Account #</b>
	<b>Routing #</b> <small>(please provide voided check)</small>
	<b>Check one:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

**FLAT AMOUNT #3** (optional)    please indicate amount: \$

<b>Bank Name</b>	<b>Account #</b>
	<b>Routing #</b> <small>(please provide voided check)</small>
	<b>Check one:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

*For Payroll Department use only:*

<b>System Entry By</b>	<b>Date Entered</b>	<b>Prenote Date</b>
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