

DIRECT DEPOSIT ENROLLMENT FORM

Not all schools require substitute teachers to participate in their direct deposit programs. However, each substitute is required to complete the direct deposit enrollment form.

All information on the direct deposit enrollment form is required and confidential. The information will be used to process payment data to your financial institution and/or its agent. Failure to provide the requested information in a timely manner may affect the processing of this form and may delay or prevent the receipt of payments through the direct deposit electronic funds transfer program. Only one electronic transfer will be permitted into either a checking or savings account. If you choose a checking account; a voided check will be attached to this form. If you chose a savings account this form is to be completed and signed by your financial institution, prior to substitute teacher orientation.

It is the responsibility of the employee to obtain and submit the information necessary to process a direct deposit. Any changes made by you or your bank regarding your account must be provided to the SOESC office in writing by completing a new sign-up sheet and must be received 30 days prior to the effective date.

I hereby authorize the treasurer to initiate electronic entries into my checking or savings account as indicated below and the financial institution named below to credit such account.

Signature: _____

Printed Name: _____

Address: _____

Phone #: _____

BANKING INFORMATION

___ Checking (a voided check must be attached)

___ Savings (authorized signature must completed by your financial institution)

Account # / 9 digit Routing: _____/_____

Name of Financial Institution: _____

Authorized Signature: _____

Printed Name & Title: _____

Address: _____

Phone #: _____