Lincoln Park Public Schools

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James W. Grube
Superintendent of Schools

Nicole C. Schoening, CPA, SFO
Business Administrator/Board Secretary

DIRECT DEPOSIT ENROLLMENT REQUEST FORM

PAYROLL

Authorization agreement for automatic deposits (ACH credits)

I authorize the Lincoln Park Board of Education to electronically deposit my net pay/elected amount to the specified account each payday.

Select one: ____ Net Pay _____ Elected Amount

Select one: ____ Checking ____ Savings

Account number: _____

ACH routing number: _____

Elected Amount: _____

If monies to which I am not entitled are deposited to my account, I authorize the Lincoln Park Board of Education to direct the financial institution to return said funds. This authority will remain in effect until I have filed a new authorization, or until this authorization is revoked by me in writing, or upon termination of my employment with the Lincoln Park Board of Education.

_____

First name Middle initial Last name

_____

Address City State ZIP code

_____

Daytime phone number Social Security number

_____

Signature (required) Date

Staple a voided check (for checking account) and/or bank form with routing and account number information to this completed form and return to the payroll department.