

District 742 Accounts Payable Direct Deposit Form

You have the option to deposit your check into a checking or savings account. If you elect to deposit to a *checking account*, please attach a **voided check** from your checking account (not a deposit slip). If you elect to deposit to a *savings account*, please attach a **deposit slip** showing the bank name, account number, and the bank routing number. Banking information must be submitted to the District 742 Business Office, 7 to 10 days before the change will go into effect.

Please indicate the type of account you will deposit to:

CHECKING ACCOUNT

SAVINGS ACCOUNT

**** Please staple a voided check or deposit slip here. If you don't have a check or form to attach, please fill in information below.**

Financial Institution Name _____

Routing Number _____

Account Number _____

Deposits are made to your bank account on the designated check date. If you would like to receive notification of the date and amount of your deposit please provide an E-mail address:

E-mail Address _____

Authorization Agreement

I authorize District 742 and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries, and adjustments for any credit entries made in error. If there are any other problems or adjustments needed, District 742 will work out details with me in person. This agreement will remain in effect until District 742 receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Business Office of District 742.

Signature

Required Name (Print) _____

Required Authorized Signature _____ Date: _____

*** PAYMENT WILL NOT BE MADE UNTIL THE DIRECT DEPOSIT INFORMATION HAS BEEN RECEIVED BY THE BUSINESS OFFICE:**

**St Cloud Area School District 742
Business Services Department
1201 So 2nd St
Waite Park MN 56387**