

# DIRECT DEPOSIT FORM

Welcome to the Direct Deposit Program. It is a safe and convenient way to have your bi-weekly payroll check deposited into any financial institute or multiple institutes of your choice.

Please fill out the information below and attach a voided check or deposit slip, whichever may apply.

Completed forms should be sent to: Payroll Department Attention Carmine Rice.

Your direct deposit will start two pays from the receipt of the signed direct deposit form.

You are responsible for notifying payroll of any changes to your account number or the closing of your account.

If you should have any questions please call Carmine Rice @ (248) 399-7800 x3407 or [crice@madisonschools.k12.mi.us](mailto:crice@madisonschools.k12.mi.us) .

Circle one:    Checking       Savings       Canceling

Routing # (must be 9 digits): \_\_\_\_\_

Account #: \_\_\_\_\_

Set Dollar amount if more than one account: \_\_\_\_\_

Name of Bank: \_\_\_\_\_

Print and Signature \_\_\_\_\_

Date \_\_\_\_\_