

Cotting School
Payroll Direct Deposit Authorization

Part I Employee Information

I authorize Cotting School, Inc. to deposit my pay to my checking or savings account(s) and, if there is any error, to make the necessary corrections to my account.

(Check one) **Deposit Action:** **New:** **Change:** **Stop:**

Full Name (print): _____

Extension: _____

Signature (required): _____ **Date:** ____/____/____

Part II Employee Bank Information

Note: You may deposit at up to three banks.

Memo _____
I: 012345678 I: 123456789* 0101

Routing/Transit # <small>(A 9-digit number always between these 2 marks</small>	Account Number
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Bank 1 Name: _____

Routing Number: _____

Account Number: _____

Account Type: **Checking:** **Savings:**

Amount to be Deposited: \$ _____ or Full Amount:

Bank 2 Name: _____

Routing Number: _____

Account Number: _____

Account Type: **Checking:** **Savings:**

Amount to be Deposited: \$ _____ or Full Amount:

Bank 3 Name: _____

Routing Number: _____

Account Number: _____

Account Type: **Checking:** **Savings:**

Amount to be Deposited: \$ _____ or Full Amount:

Part III Special Instructions

Please return this form AND a voided check or deposit slip for each bank account to Jeanine Bergeron in the Business Office. A prenote is required to be sent to the bank before the add or change becomes effective. A prenote sends your account type, bank ID, and account number to the bank to assure the accuracy of the numbers. Direct deposit information is submitted to ADP at 9am on the Tuesday of a pay week. Usually, your direct deposit will occur on the second pay date.