

# Seneca Highlands Intermediate Unit 9

## Payroll Direct Deposit Authorization Form

(Required by all Employees)

Submittal of this form is a **requirement** to have the entire amount of your net pay each pay day electronically deposited into one checking or savings account. We must receive this form prior to your first pay. Your first pay will be by paper check, after that, it will be directly deposited into the account you provided below.

Please include a **“VOIDED”** check with your banking information along with this completed form.

Employee Name \_\_\_\_\_  
Bank Name \_\_\_\_\_  
Bank Routing # \_\_\_\_\_  
Account Number \_\_\_\_\_

Type of Account (circle one) **Checking**      **Savings**

I hereby authorize Seneca Highlands IU9 and Northwest Savings Bank to perform the automatic direct deposit transfer of my net pay each pay period to the account shown above. This authorization will remain in effect until changed or rescinded in writing by me or the IU.

Signature \_\_\_\_\_  
Date \_\_\_\_\_