

**DIRECT DEPOSIT  
AUTHORIZATION TO PAYROLL**

I, \_\_\_\_\_, authorize the Milford School District to deposit my biweekly payroll check to my bank account(s) as follows:

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

Bank Address: \_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH A BLANK VOIDED CHECK HERE.**  
**This is needed in order to insure accuracy of bank routing and account numbers.**

Account Number: \_\_\_\_\_

I would like the transfer to be made as follows:

Amount to checking: \_\_\_\_\_

Amount to savings: \_\_\_\_\_

\*\*\* "Balance" denotes the net amount of the payroll check.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**If this is a new direct deposit or you are changing banks or account numbers, IT WILL NOT go through on the first payroll after it is received and processed in the payroll office. The bank will send a prenotification to make sure the account numbers and routing numbers are correct. That is why it is important to attach a voided check with this authorization.**

**\*\*\*\*PLEASE NOTE: IF YOU WISH TO STOP YOUR DIRECT DEPOSIT YOU MUST NOTIFY PAYROLL IN WRITNG AT LEAST 2 BUSINESS DAYS PRIOR TO THE SCHEDULED PAY DAY.**