

PAINESVILLE TOWNSHIP SCHOOLS

The Arthur B. Crandall Administrative Office
585 Riverside Drive – Painesville, OH 44077 – 352-0668 – Fax 639-1959

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH)

I hereby authorize Painesville Township Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account or accounts listed below.

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FINANCIAL INSTITUTION	* ROUTING NO.	ACCOUNT NO.	Type of Account
			Payroll Code # _____
			Checking <input type="checkbox"/>
1. _____	_____	_____	Savings <input type="checkbox"/>
			Fixed Amount \$ _____
<hr/>			
			Payroll Code # _____
			Checking <input type="checkbox"/>
2. _____	_____	_____	Savings <input type="checkbox"/>
			Fixed Amount \$ _____
<hr/>			
			Payroll Code # _____
			Checking <input type="checkbox"/>
3. _____	_____	_____	Savings <input type="checkbox"/>
			** Percent _____

The authority is to remain in full force until Painesville Township Schools has received written notification from me of its termination in such time/manner as to afford Painesville Township Schools and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Name of Employee _____ S.S. # _____

Date: _____ Signature: _____

- ***Routing number is the nine-digit number that appears on the bottom of check.**
- ****Percentage must be 100%**
- **Please attach a VOIDED CHECK for verification of account.**
- This may be the bank of your choice. Check with your bank to be certain they accept ACH.