

**PINCKNEY COMMUNITY SCHOOLS
2130 E. M-36, PINCKNEY, MI 48169**

AUTHORIZATION FORM FOR NET DIRECT DEPOSIT

Name _____
Please print

Employee ID # _____ Home/Cell phone number _____

BANK INFORMATION

YOU MUST CHOOSE EITHER CHECKING OR SAVINGS

As of July 2007, PCS has made NET Direct Deposit mandatory. Please make arrangements with your bank if you want money split between accounts or consider if you would also like to do PARTIAL direct deposit in addition to NET direct deposit.

We no longer PRE-NOTE (test the numbers with the bank) so your Direct Deposit will start with the next payday as long as the form is received by payroll the Friday before payday. It will be your responsibility to confirm with your bank that the money has been deposited for that first pay.

**REQUIRED -- Please verify account and routing & transit # with your bank.
Please attach a voided check for checking account.
Please attach a deposit slip for savings account.**

BANK NAME _____

CHECKING ACCOUNT # _____

OR

SAVINGS ACCOUNT # _____

BANK ELECTRONIC ROUTING AND TRANSIT # _____

I authorize Pinckney Community Schools to instruct my bank to direct deposit my NET payroll. I understand I may change the account at any time, with the effective date being the following pay, by providing written notice to Pinckney Community Schools. I also understand that I will need to contact PCS immediately if I were to close this bank account listed above. I realize that the information provided will be used solely for the purpose of direct deposit.

Signature _____ **Date** _____