



Los Alamos Public Schools

Direct Deposit Authorization/Change

Name _____ Last 4 digits of SSN _____

Email _____ Phone _____

[Can be personal or school email. Your Direct Deposit Receipt will be sent to this address each pay period]

Designate a portion of your net pay to be deposited in one or more bank accounts. Attach a voided check for each checking account listed. Net pay after deductions will be deposited in the account listed as primary account. This form will supersede all previous authorizations.

Primary Account

Bank Name _____

Routing Number _____ Account # _____

City _____ State _____ Zip _____

Primary Account – Net Check will be deposited Type of Account: Checking Savings

----- Please note: Deductions below [Account 2 & Account 3] are taken out FIRST. -----

Account 2

Bank Name _____

Routing Number _____ Account # _____

City _____ State _____ Zip _____

Amount: \$ _____ _____ % Type of Account: Checking Savings

Account 3

Bank Name _____

Routing Number _____ Account # _____

City _____ State _____ Zip _____

Amount: \$ _____ _____ % Type of Account: Checking Savings

I hereby authorize Los Alamos Public Schools to initiate credit entries and initiate, if necessary, debit entries and adjustments for any credit errors to my account(s) indicated above, and the bank(s) named above to credit and/or debit to such account.

This authorization will remain in effect until written cancellation or a new authorization form is received.

Signature _____ Date _____

I choose to receive a paper check. I understand that my check will be held for pickup at the School District Office each pay period.

Initials _____

Date _____