

# Pasadena Independent School District Authorization Agreement for Direct Deposits

I hereby authorize Pasadena ISD to initiate credit entries (deposits) and if necessary, debit entries for any errors to my account.

Name (please print) \_\_\_\_\_  
(Last) (First) (Middle Initial)

Employee ID: \_\_\_\_\_

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

***YOU MUST PROVIDE THE NECESSARY BANK INFORMATION. (NO DIRECT DEPOSIT WILL BE PROCESSED WITHOUT THIS INFORMATION)***

[You may open up to 5 accounts; your direct deposit will become effective on the next payroll processed.](#)

[Changes to pre-existing Direct Deposits will also become effective on the next payroll processed.](#)

(Please enter the main account in the space provided below).

Name of Financial Institution: \_\_\_\_\_

Bank Transit/ABA number \_\_\_\_\_

Account number \_\_\_\_\_

Checking or Savings (circle one) \$ \_\_\_\_\_ or % \_\_\_\_\_

*(Spaces below are provided for additional direct deposits).*

Name of Financial Institution: \_\_\_\_\_

Bank Transit/ABA number \_\_\_\_\_

Account number \_\_\_\_\_

Checking or Savings (circle one) \$ \_\_\_\_\_ or % \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Bank Transit/ABA number \_\_\_\_\_

Account number \_\_\_\_\_

Checking or Savings (circle one) \$ \_\_\_\_\_ or % \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Bank Transit/ABA number \_\_\_\_\_

Account number \_\_\_\_\_

Checking or Savings (circle one) \$ \_\_\_\_\_ or % \_\_\_\_\_

I understand it is my responsibility to enter correct account and bank information to ensure transactions are deposited to my account.

I hereby authorize my employer, PASADENA IND. SCHOOL DISTRICT, to initiate credit entries and if necessary, to initiate debit entries and adjustments for any credit entries in error to my accounts.

This authority is to remain in full force until PASADENA IND. SCHOOL DISTRICT has received written notification from me of its termination in such timely manner as to give PASADENA IND. SCHOOL DISTRICT and my financial institution a reasonable opportunity to act on it, or until the termination of my employment.