

# JAMES A. GARFIELD LOCAL SCHOOL DISTRICT

## DIRECT DEPOSIT AUTHORIZATION FORM

If new account for Section 125 only - please check here \_\_\_\_\_

### AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

I hereby authorize the James A Garfield Local School District to initiate credit/debit payroll entries to my account(s) as listed below.

| 125 FLEX<br>PLAN<br>OPTION | PRIMARY CHECKING ACCOUNT:         |                     |                |
|----------------------------|-----------------------------------|---------------------|----------------|
| <input type="checkbox"/>   | Financial Institution Name: _____ | *Transit/ABA# _____ | Account# _____ |
|                            | Location _____ **(%)              | _____ of BAL        | Amount\$ _____ |
| <input type="checkbox"/>   | SAVINGS ACCOUNT:                  |                     |                |
|                            | Financial Institution Name: _____ | *Transit/ABA# _____ | Account# _____ |
|                            | Location _____ **(%)              | _____ of BAL        | Amount\$ _____ |
| <input type="checkbox"/>   | ADD'L SAVINGS/CHECKING ACCOUNT:   |                     |                |
|                            | Financial Institution Name: _____ | *Transit/ABA# _____ | Account# _____ |
|                            | Location _____ **(%)              | _____ of BAL        | Amount\$ _____ |

Please check the box in the 125 Flex Plan Option Column for the account you would like to authorize for your direct deposit with Benefit Services for your reimbursements. Please remember **ONLY ONE ACCOUNT** can be used for Benefit Services.

The authority is to remain in full force until my EMPLOYER has received written notification from me of its termination in such timely manner as to afford my EMPLOYER and FINANCIAL INSTITUTION a reasonable opportunity to act on it

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

- \* The nine digit number that appears on the bottom left of a check and/or deposit slip.
- \*\* This is where you designate either a percentage or a fixed amount of your pay to be deposited to the appropriate account. Your entire pay must be allocated by either the percentage or the fixed amount method.

**NOTE: In order for us to verify the account numbers, you must attach a voided check (or a copy of one) for each checking account or a deposit slip for each savings account.**