

# ***TOWNSHIP HIGH SCHOOL DISTRICT 211***

## ***AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSIT PAYROLL***

Employee Name: \_\_\_\_\_  
Last First Middle Initial



District 211 Employee ID #: \_\_\_\_\_ Social Security #: XXX-XX-\_\_\_\_\_  
(last 4 digits only)

### **Please check ONE (1) of the following:**

I am **not** currently participating in the Direct Deposit Program.

☐ **ADD** - Deposit my pay to the account number provided.

I am currently participating in the Direct Deposit Program.

☐ **CHANGE** - Change my financial institution and/or account number.

☐ **CANCEL** - Stop my participation in the Direct Deposit Program.

### **Receiving Institution (Bank) Information**

Type of Account: (Check only ONE)

☐ Checking, Money Market or Debit Only Account  
Voided check or Official Verification of Bank  
Account MUST be attached below!!

☐ Savings  
Official Verification of Bank Account  
MUST be attached below!!

**I authorize Township High School District 211 to initiate electronic credit entries for the purpose of employee payment. This authorization will remain in effect until I cancel it in writing or until my employment is terminated.**

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***IMPORTANT!!!!***

***ATTACH VOID CHECK or OFFICIAL VERIFICATION OF BANK ACCOUNT HERE!!***

For Office Use Only:

Date received: \_\_\_\_\_

Begin Pay Period: \_\_\_\_\_

revised 11/17/20



July 3, 2023

Memo to: District employees receiving a paper paycheck

From: Payroll Department [payroll@d211.org](mailto:payroll@d211.org)

On the reverse side of this memo, you will find a direct deposit application for your payroll check. We highly recommend direct deposit as the safest fastest way to receive your payroll funds each payday. The steps are shown below:

- 1- Complete this form with your name and either your employee ID number or the last 4 digits of your social security number. Indicate checking or savings. Sign and date the form.
- 2- Attach either a voided check or the routing number and account number provided by your bank (can be found on your online banking site or ask at your bank branch).
- 3- Return it to the Payroll Department via interoffice mail or drop-off at the Administration Center lobby. DO NOT email us your banking information, as email is not secure.
- 4- If we receive your form more than 5 business days prior to payday, we will be able to set up your direct deposit immediately. If it is received in less than 5 business days prior to payday, you will receive one more paper check, and then direct deposit will take effect on the next payday.

If you have any questions or concerns, please feel free to contact us at [payroll@d211.org](mailto:payroll@d211.org).

Very sincerely,

Sandra Mir Imes  
Accounting Manager  
847/755-6660