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Reading Public Schools

Instilling a joy of learning and inspiring the innovative leaders of tomorrow

Direct Deposit Authorization Form

Name: _____ Emp#: _____ Location: _____
(Please print)

Please check one:

___ This is a new direct deposit ___ This is a change

___ This is an additional direct deposit

Amount of direct deposit \$ _____ or % of direct deposit _____ or net _____

Name of Bank: _____

Account Type (check one): (___) Checking (___) Savings

Account Number: _____

Routing Number: _____

Please let us know which email address you would like your Direct Deposit paystub sent to by checking the appropriate box below. Should you choose your personal email address, please include it on the line provided.

Reading school email address

Personal email address: _____

Signature: _____ Date: _____

*****PLEASE ATTACH A VOIDED COPY OF CHECK OR MEMO FROM BANK ON LETTERHEAD WITH ACCOUNT INFORMATION. NO DEPOSIT SLIPS*****

Each employee may have up to 5 different direct deposits that total 100% net.
A separate form must be completed for each.

There is always a pre-note when you start direct deposit or change the account.
This means you will receive a check for your first paycheck.

Your direct deposit information is sent to the bank to verify the routing and account numbers.
The following pay will be direct deposit.