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**TO:** Fort Atkinson School District Employees  
**FROM:** Business Office  
**RE:** Direct Deposit

Payroll Check Direct Deposit is now available to all Fort Atkinson School District employees. You may have your pay electronically deposited at the bank, savings & loan, or credit union of your choice as long as they accept ACH (Automated Clearing House) transactions. Your deposit, however, is limited to one account at one financial institution. If you want your pay divided among accounts, you would need to make separate arrangements with your financial institution. A listing of common questions and answers are attached for your information. Please contact the Business Office at 563-7800 if you have any further questions.

If you would like to start Direct Deposit, please complete the enclosed Direct Deposit Authorization Agreement. Following are instructions on how to complete the authorization agreement.

## PAYROLL DIRECT DEPOSIT INSTRUCTIONS FOR COMPLETION OF AUTHORIZATION AGREEMENT

1. Under Depository Name and Branch, enter the name of the financial institution where you would like the deposit to be made. Immediately beneath the depository name, enter the city, state and zip code of the financial institution.
2. The information to be entered under Transit/ABA Number (should always be nine digits) and Account Number (number of digits may vary) can be obtained from your personal bank deposit slip (example below).

If you are unable to locate these numbers, or are uncertain if you have the correct ones, please verify them with your bank/financial institution. Copy and attach a voided deposit slip.

3. Indicate which type of account, checking OR savings, you are using. You cannot make deposits to more than one account.
4. Print your name, sign and date the form at the bottom.
5. Under SS Number, you must enter your Social Security number.

You are encouraged to make and keep a photocopy of the completed Authorization Agreement for your records. Send the completed original form to the Business Office.

**NOTE:** If you desire to change the depository and/or account where your check is being deposited, you must complete another authorization form and forward it the Business Office. The change will be implemented as quickly as possible. Additional forms are available from the Business Office.

# SCHOOL DISTRICT OF FORT ATKINSON

## Authorization Agreement – For Automatic Deposits

I hereby authorize the School District of Fort Atkinson (hereinafter called DISTRICT) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below and the depository named below, (hereinafter called DEPOSITORY), to credit and/or debit the same to such account.

Depository (Bank/Credit Union)	ABA Transit Number
Location of Bank	Your Account Number
Type of Account (Select One)	Checking <input type="checkbox"/> Savings <input type="checkbox"/>

This authority is to remain in full force and effect until DISTRICT has received written notification from me of its termination in such time and in such manner as to afford DISTRICT and the Depository a reasonable opportunity to act on it.

Name: (PLEASE PRINT)	Soc. Sec. Number
School Location:	
This Authorization Agreement Is:	
New <input type="checkbox"/>	Change Banks <input type="checkbox"/> Change Accounts <input type="checkbox"/> Stop Completely <input type="checkbox"/>
Signature:	Date:

**\*\*\*PLEASE ATTACH YOUR BANK DEPOSIT SLIP TO THIS FORM\*\*\***

You are encouraged to make and keep a photocopy of this Authorization Agreement, when completed, for your records.