**INFORMATION FOR ELECTRONIC TRANSFER OF PAYCHECKS:**

TO: PAYROLL DEPARTMENT

I request direct deposit by “electronic transfer” of my paychecks to the following financial institution(s):

Bank Name:

Address:

Bank I.D. No.: (9 digit routing #)

Account No.:

Account Type: Checking Savings (Circle One)

Bank Name:

Address:

Bank I.D. No.: (9 digit routing #)

Account No.:

Account Type: Checking Savings (Circle One)

Bank Name:

Address:

Bank I.D. No.: (9 digit routing #)

Account No.:

Account Type: Checking Savings (Circle One)

**NOTE: Please attach a deposit slip and/or voided check for each institution listed above.**

I understand and/or agree to the following:

1. Once an “electronic transfer” has been approved, all regular paychecks will be sent directly to the financial institution requested by me.
2. Change in financial institution of the “electronic transfer” of paychecks must be made in writing to the payroll department.
3. “Electronic Transfer” by the school district will be authorized so the transfer is made by the morning of payday.
4. I will not hold the school district responsible for the late crediting of my account.
5. The District uses a web-based Employee Self Service System to access employee payroll information. Employees will not get a paper copy of their direct deposit; instead they will have to access it through the following link: **https://regionv.k12.mn.us/smarter/login.aspx?dn=0534.** Their ID number will be mailed to them and their password will be the last 4 digits of their social security number. (The password can be changed after the first log in.)

(Signature)

(Building) (Date)