

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DIRECT DEPOSIT (ACH Credits)**

Employer: West Branch Local School District  
14277 Main Street  
Beloit, OH 44609

I hereby authorize my Employer (named above) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account or accounts listed below:

Financial Institution Name	*Transit/ABA No.	Account No.	Type of Account
1. _____	_____	_____	_____CHK _____SAV
	**% _____	Amount _____	
2. _____	_____	_____	_____CHK _____SAV
	**% _____	Amount _____	

This authority is to remain in full force until Employer has received written notification from me of its termination in such timely manner as to afford Employer and Financial Institution a reasonable opportunity to act on it.

Name: \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*\*This is where you designate a percentage of pay or fixed amount to an account. If using percentages, the two account designations must add up to 100%.

- Your options are:
1. 100% to one account in one bank
  2. \_\_\_\_\_ % and \_\_\_\_\_ % to two accounts (same bank or different banks)
  3. Fixed amount and 100% of balance to two accounts (same bank or different banks)

**Also: If you wish to receive your payroll notification by email instead of a hard copy, please list your email address (can be two different ones)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

\*Nine digit number that appears on the bottom of a check  
(It would be helpful if you would include a voided check attached to this form)