



Menlo School Direct Deposit Form

To enroll in Full Service Direct Deposit, fill out this form and return to Human Resources.

Attach check with the word "VOID" written on it for each checking account.

If depositing to a savings account, ask your bank to provide the routing/transit number for your account.

Account Information (maximum of three accounts)

1. 1 Bank Name/City/State

_____ Routing/Transit # _____
_____ Account # _____ () checking ()
savings Amount \$ _____ or () entire net pay

2. 2 Bank Name/City/State

_____ Routing/Transit # _____
_____ Account # _____ () checking ()
savings Amount \$ _____ or () entire net pay

3. 3 Bank Name/City/State

_____ Routing/Transit # _____
_____ Account # _____ () checking ()
savings Amount \$ _____ or () entire net pay

Important! Please read and sign before submitting form.

I hereby authorize Menlo School (the School) to deposit any amounts owed me by initiating credit entries to my account at the financial institution (the Bank) that are indicated on this form. Further, I authorize the Bank to credit any credit entries indicated by the School to my account. In the event that the School deposits funds erroneously to my account, I authorize the School to debit my account not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force until the School and the Bank have received written notice from me of its termination in such time and such manner as to afford the School and the Bank reasonable opportunity to act on it.

Employee Name _____

Employee Signature _____ Date _____