



Lincolnshire-Prairie View School District 103

Administration Offices

1370 N RIVERWOODS ROAD • LINCOLNSHIRE, IL 60069

847/295-4030 • FAX 847/295-9196

DIRECT DEPOSIT SIGN-UP/AUTHORIZATION

I hereby authorize Lincolnshire-Prairie View School District 103 to initiate credit/debit and/or correction entries to my account indicated below at the depository named below, herein called (DEPOSITORY), to credit the same such account.

NAME: _____

FINANCIAL INSTITUTION: _____

SOCIAL SECURITY NUMBER: _____

PLEASE DEPOSIT MY PAYROLL CHECK INTO:

Checking Account

Savings Account

PLEASE ATTACH A VOIDED CHECK FROM YOUR ACCOUNT HERE: (The Business Office must have a voided check in order to process for direct deposit.)



BANK ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

- If you change your account number and/or bank you must notify the payroll department and accounts payable department in writing at least 4 days prior to the effective date of the change.
- Please note: for all new direct deposit requests, or if you are changing your direct deposit information, your first check will be a paper check and then the direct deposit thereafter.
- *This authorization is to remain in full force until the Lincolnshire-Prairie View School District 103 has received written notification from me of its termination in such time and in such manner as to afford the Lincolnshire-Prairie View School District 103 and DEPOSITORY reasonable opportunity to act upon it.*

Employee Signature _____

Date _____