

**FAIRPORT HARBOR SCHOOLS**

**IMPORTANT NOTICE**

FROM: The Treasurer's Office

Employee Name: \_\_\_\_\_

Procedures are being adapted and improved to save time and costs. We are requiring all individuals to sign up for direct deposit of their payroll checks. You may have up to 10 accounts to any bank or combination of banks as long as the required Transit Routing Number and Account Number are listed. The main account (line 1) is for the net proceeds – all others must be fixed amounts per pay.

ALL DIRECT DEPOSIT NOTICES WILL BE E-MAILED. PLEASE PROVIDE YOUR PERSONAL E-MAIL ADDRESS IF YOU DO NOT WANT YOUR NOTICE SENT TO YOUR SCHOOL DISTRICT E-MAIL ACCOUNT OR IF YOU DO NOT HAVE A SCHOOL E-MAIL ACCOUNT

\_\_\_\_\_  
*Print Email Address*

**DIRECT DEPOSIT FORM**

NAME OF BANK	SAV or CHK	AMOUNT	ROUTING NUMBER	ACCOUNT NUMBER
1.		<i>NET CHECK</i>		
2.				
3.				
4.				
5.				

\*\*\*Some banks offer free checking and other benefits to direct deposit customers.  
YOU MUST ATTACH A VOIDED CHECK OR COPY OF A CANCELED OR VOIDED WITH CORRECT TRANSIT ROUTE AND ACCOUNT NUMBERS.

\_\_\_\_\_  
*Sign*

\_\_\_\_\_  
*Date*