

McLEAN COUNTY BOARD OF EDUCATION
DIRECT DEPOSIT ENROLLMENT FORM

Due to bank policies, we are required to send a test file on all new direct deposit accounts. If the test file is successful, it will be two paychecks from the date the form is submitted (with all information) before the direct deposit account is active.

Please type or print this direct deposit form.

FOR VERIFICATION OF ACCOUNT NUMBERS, A CHECK MARKED VOID FOR EACH ACCOUNT MUST BE ATTACHED

Name _____ Emp # _____

Address _____

Please Check One: _____ NEW ACCOUNT
 _____ CHANGE ACCOUNT
 _____ CHANGE AMOUNT ONLY
 _____ TURN DIRECT DEPOSIT OFF

DIRECT DEPOSIT MY PAYCHECK TO THE FOLLOWING ACCOUNT(S):

*If you wish to deposit your entire paycheck into one account, write "net pay" in the amount column.

	BANK NAME	TYPE OF ACCOUNT (CHECKING OR SAVINGS)	ACCOUNT NUMBER	AMOUNT
<i>Primary</i>	_____	_____	_____	_____
<i>Additional</i>	_____	_____	_____	_____
<i>Additional</i>	_____	_____	_____	_____

I authorize the McLean County Board of Education to directly deposit my payroll check in the bank and account listed above.

Signature

Date