

**Mason Consolidated School District**  
**AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT(S)**

Type of Automatic Deposit Transaction (check only one box):    Create            Change            Cancel

I authorize Mason Consolidated Schools to initiate, change or cancel credit entries to my CHECKING and/or SAVINGS ACCOUNT(S) indicated below:

**OPTION 1: DEPOSIT TO ONE ACCOUNT**

Please deposit my entire net pay directly into the existing account listed below:

Type of account (check only one):    Checking            Savings  
 Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_  
*(for help determining bank routing and account number, please review example on next page)*

**OPTION 2: DEPOSIT TO TWO OR MORE ACCOUNTS**

Deposit net pay into Account #1

**Account #1:** Type of account (check only one):    Checking            Savings  
 Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_  
*(for help determining bank routing and account number, please review example on next page)*

Deposit \$ \_\_\_\_\_ (specific dollar amount) into Account #2

**Account #2:** Type of account (check only one):    Checking            Savings  
 Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ (specific dollar amount) into Account #3

**Account #3:** Type of account (check only one):    Checking            Savings  
 Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ (specific dollar amount) into Account #4

**Account #4:** Type of account (check only one):    Checking            Savings  
 Bank Name: \_\_\_\_\_ Bank Address: \_\_\_\_\_  
 Bank Routing Number: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

**Authorization**

This authorization is to remain in full force and effect until Mason Consolidated Schools has received written notification from me of its change or cancellation. A written change or cancellation notice must be received in sufficient time to allow Mason Schools a reasonable opportunity to act upon it.  
**A new authorization is required for each change on BANK, ACCOUNT NUMBER and/or AMOUNT.**

Employee name (print): \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT: RETURN THIS COMPLETED, SIGNED FORM ALONG  
 WITH THE PROPER DOCUMENTATION TO THE BUSINESS OFFICE.**

*Attach a voided personal check for checking accounts and/or a savings account deposit slip for savings accounts.  
 THIS AUTOMATIC DEPOSIT REQUEST WILL NOT BE PROCESSED WITHOUT THE PROPER FORMS ATTACHED.*

**FOR YOUR INFORMATION ONLY – do not send this page to the Business Office**

To determine your bank routing number and bank account number, look at a check or a deposit slip from the account you wish to use.

The first nine (9) digits will be the bank routing number (transit / ABA number).  
The second set of digits will be the bank account number.

Example check:

The image shows a check from 'YourBank of Tampa'. The check is addressed to JOHN DOE at 1124 Maple St., Tampa, FL 33602. The bank name is 'YourBank of Tampa, Tampa Office, Tampa, FL'. The MICR line at the bottom contains the numbers: 101001:055100515100 1101. Red arrows and boxes highlight the routing number (101001) and the account number (055100515100). The check also includes fields for 'Date', 'Pay to the Order of', and a dollar amount box.

**Transit / ABA Number** → 101001

**Account Number** → 055100515100

1101

JOHN DOE  
1124 Maple St.  
Tampa, FL 33602

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_

Dollars

**YourBank**  
YourBank of Tampa  
Tampa Office  
Tampa, FL

For \_\_\_\_\_

① 101001 ② 055100515100 1101