

Mason Consolidated School District
AUTHORIZATION AGREEMENT FOR PAYROLL DIRECT DEPOSIT

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

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 below)

Employee name (print): _____

Employee signature: _____

Date: _____

Home Address: _____

Phone: _____

Email address: _____

Last 4 of Social: _____

IMPORTANT: RETURN THIS COMPLETED, SIGNED FORM ALONG WITH THE PROPER DOCUMENTATION TO THE BUSINESS OFFICE EITHER VIA EMAIL TO BUSINESSOFFICE@ERIEMASON.K12.MI.US OR VIA THE US MAIL TO: 2400 MASON EAGLES DR., ERIE, MI 48133 ATTN: BUSINESS OFFICE.

FOR YOUR INFORMATION ONLY

To determine your bank routing number and bank account number, look at a check or a deposit slip for 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:

