



MONROE CITY SCHOOLS
Business Department
P.O. Box 4180
Monroe, Louisiana 71211-4180

DIRECT DEPOSIT FORM

Monroe City School Board has authorized the implementation of Direct Deposit. This program is being implemented through a joint effort of the Business Department, Principals, and Department Heads.

You can have your paycheck (net pay) automatically deposited in your checking or savings account on payday. You do not have to change your present banking relationship to take advantage of this service.

On payday you will receive an earnings statement instead of a paycheck. The earnings statement will look similar to the pay stub that you have received with your paycheck.

Direct Deposit is safe, convenient and easy; and can be setup by following the steps listed below:

1. Sign and complete the attached authorization form.
2. Attach a voided personal check from the appropriate checking account; or a copy of your savings account card and the appropriate routing number.

**DIRECT DEPOSIT
EMPLOYEE AUTHORIZATION**

I AUTHORIZE Monroe City School Board and the financial institution listed below to initiate electronic credit entries and if necessary, debit entries and adjustments for any credit entries in error to my CHECKING ACCOUNT each payday. This authority will remain in effect until I cancel this authorization in writing.

Financial Institution

Your Name

Date

Employee ID Number

City

State

Signature