



WASHOE COUNTY SCHOOL DISTRICT

Authorization Agreement for

Direct Deposit

PAYROLL DEPARTMENT

P.O. BOX 30425 RENO, NEVADA 89520-3425

775-348-0341

You can add and change Direct Deposit information by using Employee Online.
<http://www.washoe.k12.nv.us/staff/employeeonline>



- All forms are to be turned in to the Payroll Dept. by the last day in a pay period for changes to take effect for that pay date.
- Please note that you are allowed to have your funds deposited into a maximum of 2 accounts.
- PLEASE ATTACH A VOIDED CHECK FOR ALL CHECKING ACCOUNTS.

Primary Account (select one): ___ Checking ___ Savings

% of pay to this account: _____ OR flat amount to this account: _____

Name of Bank or Credit Union

Transit Routing Number

Account Number Information

Secondary Account (select one): ___ Checking ___ Savings

% of pay to this account: _____ OR flat amount to this account: _____

Name of Bank or Credit Union

Transit Routing Number

Account Number Information

Name: _____ School/Dept: _____

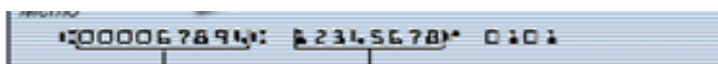
Employee ID #: _____ Last 4 of SSN #: _____

I hereby authorize **Washoe County School District** to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account (accounts) indicated above and the depository institution named above to credit and/or debit the same to such account.

This authority is to remain in full force and effect until WCSD has received written notification from me of its termination in such time and such manner as to afford WCSD and Depository a reasonable opportunity to act on it.

Signature of Employee

Date



Routing/Transit
Number

Account
Number

PAYROLL DEPARTMENT USE ONLY

Date Request Received: _____

Processed By: _____