



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY

Transform the Life of Every Student Every Day!

**DIRECT DEPOSIT AUTHORIZATION FORM**

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Name on the Account \_\_\_\_\_

Name of Bank \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account (circle one)      CHECKING      SAVINGS

**Please attach a voided check for checking accounts or a deposit slip for savings accounts.**

Funds may be available in your account the day before payday, but are not guaranteed to be there until the actual payday. We will make every effort to automatically deposit your payroll checks. However, circumstances may require the District to issue paper checks.

These instructions remain in force until written notice of a change is received.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date