

Please print this form on **PINK** paper before completing.  
Questions may be directed to the Payroll Clerk at 886-8121 x 1008.

**PENN CAMBRIA SCHOOL DISTRICT**  
**PAYROLL DIRECT DEPOSIT AUTHORIZATION**

For payroll direct deposit, you may identify multiple direct deposit accounts (example: 1 checking & 1 savings, or 2 checking or 2 savings).

*If you are unsure of your bank routing or account numbers, please verify with your bank.  
If the wrong numbers are entered, the direct deposit will be rejected! Certain accounts may have restrictions on deposits and withdrawals. Check with your bank for more information specific to your account.*

If you are splitting between accounts using percentages, the percentages must total 100%. If you are splitting between accounts using a flat amount, the flat amount will be deposited into the first account, and any amount remaining will be deposited into the second account.

*Please contact the Payroll Clerk if you want to identify more than 2 accounts.*

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NAME \_\_\_\_\_

BANK NAME \_\_\_\_\_ BANK ROUTING NUMBER \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS

% OF NET INTO THIS ACCOUNT \_\_\_\_\_%

OR FLAT AMOUNT INTO THIS ACCOUNT \$ \_\_\_\_\_; WITH THE BALANCE TO BE DEPOSITED TO THE FOLLOWING ACCOUNT:

BANK NAME \_\_\_\_\_ BANK ROUTING NUMBER \_\_\_\_\_

BANK ACCOUNT # \_\_\_\_\_

TYPE OF ACCOUNT \_\_\_\_\_ CHECKING \_\_\_\_\_ SAVINGS

% OF NET INTO THIS ACCOUNT \_\_\_\_\_%

% OF NET INTO ALL ACCOUNTS MUST EQUAL 100%

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED

*By signing above, I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize my employer to make direct deposits into the named account(s). It is the employee's responsibility to verify deposits on a per pay basis before writing checks against these funds. Penn Cambria School District is not responsible for bank errors or bank fees. You may cancel these Direct Deposit(s) at any time in writing, including the use of this form.*