



# Direct Deposit Authorization

[Payroll@harlem122.org](mailto:Payroll@harlem122.org)

Phone: 815.654.4500 ext. 1028

Complete the following information and return this form to the Payroll Department, located in the Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115.

**NOTE:**

Direct deposits become effective the **SECOND PAYCHECK** after this form is received by the HSD 122 Payroll Office. If this is a change, a paper check will be generated for one pay period before the change takes effect.

**Name:** \_\_\_\_\_

**SSN:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Check one statement below:**

\_\_\_\_\_ **BEGIN** Direct Deposit of my pay.

\_\_\_\_\_ **CHANGE** Direct Deposit of my pay.

\_\_\_\_\_ **CANCEL** Direct Deposit of my pay.

**Please, deposit my full net pay into my account:**

\_\_\_\_\_ **Savings** (**Attach voided deposit slip**) Must be preprinted

\_\_\_\_\_ **Checking** (**Attach a copy or voided check**)

**Transit Routing Number\*** \_\_\_\_\_ **Account Number \*** \_\_\_\_\_

**Financial Institution** \_\_\_\_\_

\* Please see back for transit routing/account number instructions.

I authorize the Harlem Board of Education to deposit my full net pay in the account and Financial Institution noted above. If the Harlem Board of Education or its agents erroneously deposit funds into my account, I authorize the Harlem Board of Education or its agents to withdraw those funds.

I understand that direct deposit will continue until one full pay period after the Payroll Department received my written cancellation.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

TAPE CHECK HERE

## Where To Find Your Routing and Account Number



**\*\* If you do not have a check, please contact your financial institution for this information. We cannot process your direct deposit request without a completed form.**