

Your payroll earnings will be deposited into your Main Account. If you have requested deposits into additional accounts the exact amounts will be deducted in order of priority. If funds are not available, the additional accounts will not be credited.

I hereby authorize Davis School District, and the financial institution(s) listed below, to automatically deposit my payroll earnings into my account each payday. This authorization will remain in effect until I submit a written request for a change or cancellation. If funds to which I am not entitled are deposited to my account, I authorize Davis School District to direct the institution to return the funds (*every reasonable effort will be made to contact you prior to reversing any funds from your account*). Questions call 801-402-5282.

Employee Name (*please print*)

Employee ID #

Employee Signature

Date

MAIN ACCOUNT

Name of Institution: _____

City: _____ State: _____

Routing Number:

Account Number: _____

Deposit To: ☐ Savings ☐ Checking

Additional Account – Priority #1

Name of Institution: _____

City: _____ State: _____

Routing Number:

Account Number: _____

Deposit Amount \$.

Deposit To: ☐ Savings ☐ Checking

☐ New Account ☐ Cancel Future Deposits

Additional Account – Priority #2

Name of Institution: _____

City: _____ State: _____

Routing Number:

Account Number: _____

Deposit Amount \$.

Deposit To: ☐ Savings ☐ Checking

☐ New Account ☐ Cancel Future Deposits

Additional Account – Priority #3

Name of Institution: _____

City: _____ State: _____

Routing Number:



Account Number: _____


Deposit Amount \$.

Deposit To: ☐ Savings ☐ Checking

☐ New Account ☐ Cancel Future Deposits

Please refer to this sample check to locate the routing and account numbers.

Your nine-digit routing number is found between these symbols  

Your account number is found in front of the symbol 

JAMES C. MORRISON
MARY A. MORRISON
1765 SHERIDAN DRIVE
YOUR CITY, STATE 12345

00-000/0000

DATE _____

PAY TO THE
ORDER OF

**NON-NEGOTIABLE
SAMPLE - VOID**

\$

DOLLARS

HARLAND

MEMO



PLEASE ATTACH A
VOIDED CHECK FOR EACH
ACCOUNT HERE