

CELINA CITY SCHOOLS

Authorization for Payroll Direct Deposit

Employee Name: _____ Last 4 digits of Social Security # _____

Email: _____

*** You can choose up to 3 bank accounts for your payroll distribution

Account #1	Bank Name
	Routing Number
	Account Number

Savings

Checking

\$ _____ OR _____%

If only setting up 1 account, for full net, indicate 100%

Account #2	Bank Name
	Routing Number
	Account Number

Savings

Checking

\$ _____ OR _____%

If setting up 2 accounts, indicate dollar or percentage in Account One (above) and then indicate NET in the \$ box for remaining balance of check.

Account #3	Bank Name
	Routing Number
	Account Number

Savings

Checking

\$ _____ OR _____%

If setting up 3 accounts, indicate dollar or percentage in Account One & Account Two (above) and then indicate NET in the \$ box for remaining balance of check.

Employee Signature

Date

Effective Date