



Direct Deposit Authorization Form



St. Croix Falls School District

You have the option to have your paycheck automatically deposited into your checking or savings account at more than one financial institution on payday. Simply complete the Employee Authorization form below, attach a voided check and return to the Business Office.

*Attaching a voided check will ensure the routing and account numbers are accurate.

Employee Authorization

I authorize the St. Croix Falls School District and the financial institutions listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to my accounts as listed below each pay period. This authority will remain in effect until I have cancelled it in writing.

Financial Institution	Routing Number	Account Number	Type (C/S)	Amount or Net

Employee Name: _____

Social Security Number: _____

Signature: _____

Date: _____

You will receive one more check. The first payroll following submission of this form will be a pre-note (test of the routing number and account number). Please return completed form to the Business Office.

The mission of the School District of St. Croix Falls is to provide a supportive, student-centered learning environment that cultivates character, fosters academic excellence, and embraces diversity.