

Argyle Independent School District

PLEASE NOTE: It is mandatory for all employees and substitutes of Argyle ISD to have direct deposit. No exceptions will be made. It may take up to approximately one (1) month for direct deposit to become effective. Your direct deposit will be in effect no later than the first FULL month (payroll cycle) after you submit your paperwork to the payroll department and you will receive a copy of your Wage and Earnings statement via email each month. **EMPLOYEES SHOULD CHECK WITH THEIR BANK THE FIRST MONTH TO ENSURE THAT THE FUNDS WERE CORRECTLY DEPOSITED.**

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

I authorize Argyle ISD to initiate credit entries and/or correct entries to my account(s) indicated below.

Financial Institution Name/Location	Transit Routing Number	Account Number	Type of Account (Checking/Savings)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You are responsible to call your bank and verify your Transit Routing Number and your Account Number for Direct Deposits

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This authority is to remain in full force until I terminate this authorization.

Date: _____

Name: _____ Emp. # _____

Please Print

Signature: _____

Important Notice: A VOIDED CHECK MUST BE SUBMITTED WITH THIS AUTHORIZATION.

PLEASE REMIT THIS FORM TO THE PAYROLL DEPARTMENT