LAKE SHORE PUBLIC SCHOOLS ~ DIRECT DEPOSIT

Step 1:			
☐ In	itial Enrollment [☐ Change/Cand	cel
Step 2: Please fill in completely.			
Name			Employee Number
Financial Institution Name			
Address of Financial Institution			
City		State	Zip Code
			<u></u>
Check One:			
TRANSIT ROUTING NUMBER ACCOUNT NUMBER			
Step 3:	If depositing to a checking account, please attach a blank, voided check or a letter from your financial institution providing your routing number and account number. (Deposit tickets are not acceptable as they can have the incorrect routing number)		
Step 4:	Read, sign and date this form. Submit completed form to Payroll Department.		
I authorize Lake Shore Public Schools to initiate debit entries to the designated financial institution and account listed above. This authorization will also allow Lake Shore Public Schools to adjust entries to correct errors.			
This authorit writing.	y will remain in effect ι	until Lake Shore	Public Schools has received changes in
	SIGNATURE		DATE

Please note: Dependent upon the date this completed form is received by the Payroll Department, your direct deposit might not be effective for up to one pay cycle. Please watch your paychecks carefully.

For any questions regarding Direct Deposit, please contact Donna in the Payroll Department at (586) 285-8474.

DIRECT DEPOSIT INFORMATION

- You may direct deposit, net check, to one financial institution
- As indicated on the direct deposit form, you must include a blank/voided check, or a letter from your financial institution (including the routing number and the account number you want your deposit to go to) along with your direct deposit form. This is to insure routing number accuracy.
- You, the employee, are responsible to communicate any bank changes to the payroll department in a timely fashion. Failure to keep the payroll department current regarding any changes in financial institution or account changes could result in a delay in your receipt of your paycheck. Manual checks will not be issued in these situations.
- Please read the direct deposit form carefully for important information regarding the process.

If you have any questions, please e-mail or call Donna Wertheimer in the payroll department. Donna's e-mail is dwertheimer@lsps.org and her telephone number is (586) 285-8474.

Thank you