

# Cherry Creek School District

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

### TO: PAYROLL

UPON RECEIPT OF THIS FORM, THE PAYROLL OFFICE WILL PROCESS YOUR DIRECT DEPOSIT REQUEST, IF THIS IS A NEW REQUEST, OR IF YOU HAVE CHANGED BANKS, THIS PROCESS WILL TAKE TWO MONTHS TO COMPLETE. REQUEST TO CHANGE ACCOUNT NUMBER ONLY WILL BECOME EFFECTIVE IMMEDIATELY. **IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE PAYROLL OFFICE AT (720) 554-4601.**

### PLEASE CHECK ONE:

- I wish to participate in the Automatic Deposit Program. I have attached a voided check for the bank and account into which I wish my net pay deposited. (The employee will receive a regular pay check for the first month of this change. The bank must be pre-notified)
- Please change the account number into which you are currently depositing my net pay. I have attached a voided check indicating the new account number.
- Please change the bank **and** account number into which you are currently depositing my net pay. I have attached a voided check indicating the new bank and the new account number. (The employee will receive a regular pay check for the first month of this change. The new bank must be pre-notified)

I authorize Cherry Creek School District #5 to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the bank and account indicated on the attached deposit slips. This authority is to remain in full force and effect until Cherry Creek School District #5 has received written notification from me to stop this agreement.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
EMPLOYEE ID NUMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHONE NUMBER WHERE YOU CAN BE REACHED

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PLEASE TAPE VOIDED CHECK HERE