

Direct Deposit Election Form

BRADFORD AREA SCHOOL DISTRICT



Direct Deposit is required at the Bradford Area School District to receive your pay.

You may choose to distribute your paycheck to include up to three of your accounts. You will receive your paycheck one more time while our banks verify the account and routing numbers. On the second pay day your money will be available at your bank. Please contact your bank to find the time your funds will be made available to you.

Please attach a voided check for each Financial Institution listed below.

Employee Name:

Employee Address:

BRADFORD AREA SCHOOL DISTRICT

Payroll Department
PO Box 375
150 Lorana Ave.
Bradford, PA 16701

Phone: 814-362-3841 ext 2514
Fax: 814-362-2552
E-mail:
kwalter@bradfordareaschools.org

Your paystub and payroll detail can
be found in the Employee Portal
located on our website

1. Financial Institution Name _____

Routing Number (9 digits) _____

Account Number _____ Checking Savings

Net or Amount \$ _____

2. Financial Institution Name _____

Routing Number (9 digits) _____

Account Number _____ Checking Savings

Net or Amount \$ _____

3. Financial Institution Name _____

Routing Number (9 digits) _____

Account Number _____ Checking Savings

Net or Amount \$ _____

I hereby authorize the Bradford Area School District (BASD) to initiate entries to my checking/savings account (s) through the financial institution (s) I listed above. I understand that I may elect up to three (3) different financial institutions and/or three (3) separate accounts. If necessary, BASD may initiate adjustments for any transaction credited/debited in error. This authority will remain in effect until BASD is notified by me in writing to cancel it in such time as to afford BASD and the named financial institution (s) a reasonable opportunity to act on it.

I agree to notify the BASD Payroll Department **BEFORE**
I change or close any of these accounts.

Employee Signature _____ Date _____