GENERAL MCLANE SCHOOL DISTRICT

Dr. Therese T. Walter Education Center
11771 Edinboro Road
Edinboro, PA 16412
Phone: (814) 273-1033 ext. 5900
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Matthew Lane, Ed.D., Superintendent of Schools
Jacquelynn Dutchcot, Business Manager

Direct Deposit Authorization Form

Name: (please print) _____

Step I

Action to Take: ○Start ○Change ○Stop

Step II – for net pay only

I request that my net pay (after taxes and deductions) be deposited to:

Bank Name: _____

Bank Routing #: _____

Account #: _____

Account Type: ○Checking (please attach a voided check) ○ Savings (please attach a deposit slip)

Step III – for a fixed amount only

I request that a fixed amount be deposited to:

Bank Name: _____

Bank Routing #: _____

Account #: _____

Account Type: ○Checking (please attach a voided check) ○ Savings (please attach a deposit slip)

In the amount of: $ _____

Step IV: Review the following note. Your signature at the bottom of this page is your authorization.

I understand that this authorization will remain in effect until my employer has received written notification of its termination.

Step V: _____ Signature _____ Date