

# ELECTRONIC DIRECT DEPOSIT



Mitchell Technical College and Mitchell School District offer Direct Deposit. Your paycheck will be automatically deposited in your checking or savings account on payday.

## Here's How Electronic Deposit Works

Each payday, you will be able to go online and view an earnings statement showing gross salary, taxes, other deductions and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

## Options

You may have your check split to different accounts at the same bank or different banks. One account needs to be specified as a **primary** account. For example, you may have \$300 of your check deposited to your savings account and the balance deposited to your primary account.

## Employee Authorization

I authorize you and the financial institution(s) listed below to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in in error to any account(s) listed.

The first account listed must be the "Primary" account. Other accounts listed must have a designated amount.

ACCOUNT TYPE					
CHECKING	SAVINGS	BANK ROUTING # (9 DIGITS)	ACCOUNT NUMBER (INCLUDE ALL ZEROS)	\$ AMOUNT	FINANCIAL INSTITUTION
				Primary Account	

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**You must provide a voided check for all the accounts above or written documentation from your bank that indicates the routing number and account number for your direct deposit.**

Without a voided check, errors may occur in recording account numbers. If deposits are attempted with incorrect account numbers, the deposit is not made and a fee is charged to the District. This fee will be passed on to you.