

TO: All Employees

FROM: Payroll Department

The Tyler Independent School District has completed a contractual agreement with its depository bank, **SOUTHSIDE STATE BANK**, in order to provide you with the capability of being paid by a direct deposit to your bank account (wherever you bank) each month. Please see the current-year pay schedule under the Payroll Department at <http://www.tylerisd.org> for direct deposit dates.

In order for you to participate in the Direct Deposit of Payroll Program, you must sign the authorization agreement below and **send a VOIDED CHECK** to the Payroll Department.

If you enroll in direct deposit, the first month you will receive an actual check and a pre-note will be sent to your bank in order to verify your account information. The next month's paycheck will go directly to your account and a direct deposit statement will be sent to you.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize Tyler Independent School District, hereinafter called DISTRICT, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account (select one):

_____ C H E C K I N G _____ S A V I N G S

indicated above and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit to such account.

DEPOSITORY NAME _____ BRANCH _____

CITY _____ STATE _____ ZIP _____

ACCOUNT NUMBER _____

This authority is to remain in full force and effect until DISTRICT has received written notification from me of its termination in such time and in such manner as to afford DISTRICT and DEPOSITORY a reasonable opportunity to act on it.

NAME : _____ SS# : _____
(Please print)

Signature

Date

TISD OFFICIAL USE ONLY

PRE- NOTE : _____
MONTH

DIRECT : _____
MONTH

DATE

DATE