Quakertown Community School District  
Direct Deposit Enrollment Form

Employees must have their pay deposited directly into a maximum of three accounts at banks, savings & loans, and/or credit unions. Funds will be available at your financial institution on the morning of payday. You will receive a Direct Deposit Advice detailing wages and deductions.

Instructions:

1. Complete the following information in its entirety.
2. List the required information in the order you want your pay deposited. If for any reason the pay is insufficient to cover all the requested amounts, the funds will be deposited in the order they are listed. If the entire pay is to go into one account, enter “ALL” under Amount.
3. The entire pay must be deposited.
4. Attach a copy of a voided check for a checking account.
5. Attach a copy of a voided deposit slip for a savings account.

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<tr>
<th>Name of Bank</th>
<th>Checking or Savings?</th>
<th>Transit/ABA No.</th>
<th>Account No.</th>
<th>Amount</th>
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To find your Transit/ABA and Account numbers, look at the bottom of your check, and follow the example below.

l: xxxxxxxxx l: xxxxxxxxx 1234
(Transit/ABA) (Account No) (Ck. No.)

This authority is to remain in full force and effect until the School District receives written notification from me of any changes or termination in such time and manner as to afford the School District a reasonable opportunity to act on it.

__________________________
(Printed Name)

__________________________
(Signature)

__________________________
(Date)