

**CHURCHILL COUNTY SCHOOL DISTRICT**

**AUTHORIZATION AGREEMENT FOR AUTOMATIC ACCOUNTS PAYABLE DEPOSIT**

I hereby authorize my employer Churchill County School District to pay reimbursements to me by means of electronic transfer of funds (direct deposit) of my reimbursement to the account and financial institution as on my "payroll record" or the account indicated below.

It is my responsibility to contact my financial institution to verify the availability of funds. Churchill County School District will not be liable for insufficient funds in my account(s) due to any type of withdrawal made against my account(s).

If my direct deposit is not credited in a timely manner, I should first contact my financial institution prior to contacting the Churchill County School District Accounts Payable Department. If the problem does not appear to lie with the financial institution, then I should contact the Accounts Payable Department as soon as possible.

In the event that my employer deposits funds erroneously into my account, I authorize Churchill County School District to debit my account for an amount not to exceed the original amount of the erroneous credit.

Use payroll account

Use account is indicated below

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Employee Name

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Financial Institution Name

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Bank Account Number

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Routing Number

Account Type:      Checking               Savings

A voided check can be attached in lieu of completing the above

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Email address to send remittance to

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Signature

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Date