

DIRECT DEPOSIT

With Direct Deposit, your pay is automatically deposited in your checking or savings account each payday.

To enroll in the Direct Deposit Program, please complete the attached authorization form below.

Please note *** There is a **90 day** waiting period for new employees of CISD.

1. Check the appropriate box indicating whether you want your pay deposited to your checking account or savings account.
2. Fill in your account information.
3. Sign and date the form.
4. Attach a **voided check** (not a deposit form—the routing numbers are not always the same) for verification of your account information.
5. Return the completed form **before** the cutoff date for each month.
6. Cancelling a direct deposit must be in writing and received in the payroll office **before** the cutoff date for the month.

.....

I authorize Comfort Independent School District and the Financial Institution named below to automatically deposit my net pay to my account (this includes my authorization to Comfort Independent School District to reverse any entries made in error). This authority will remain in effect until I give written notice to cancel it.

Type of Account: Checking Savings

Employee Name: _____

Employee ID#: _____

Financial Institution: _____

Transit Routing: _____

Account Number: _____

Signature: _____

Date: _____

ATTACH VOIDED CHECK
