



## DIRECT DEPOSIT INFORMATION

An employee must complete a direct deposit form to set up direct deposit for their paychecks.

*The Payroll department must have the original direct deposit form – no faxes or photocopies are allowed.*

This form can be filled out in the Payroll Department (2<sup>nd</sup> floor of the Administration Building) or the form may be found at <http://inside.pisd> (go to the Forms link that is found on the upper right hand corner of the site; scroll to the Payroll links provided, and click on the Direct Deposit Form). Print and complete the form and send to Payroll through the inter-office mail.

The following information **MUST** be provided on the direct deposit form:

- Employee's name
- Primary account information
  - Checking or savings
  - Routing number
- Secondary account information (if applicable)
  - Checking or savings
  - Routing number
- Employee's signature
- Employee's Social Security number
- Date
- Campus or department name
- Extension
- Voided check for checking accounts -or- a deposit slip for savings accounts

Setting up a new direct deposit or changing banks for direct deposit takes time to process. *Forms must be received in Payroll 10 business days prior to a pay date in order to be in effect on the next check.*

If the employee is only changing account numbers (new account at the SAME bank), the verification process is not necessary. Direct deposit is not interrupted.

**Any requests for changes or cancellations must be submitted in writing** – if submitted before the checks are written, the changes/cancellation will be effective for that paycheck; but will not be effective until the next pay period if submitted after checks are written.

*For any Direct Deposit questions, please contact Mary Maddux in Payroll @ 469-752-8127.*



**PLANO INDEPENDENT SCHOOL DISTRICT  
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT**

**NAME** \_\_\_\_\_  
*(Please Print)      LAST                                      FIRST                                      MI*

I hereby authorize Plano Independent School District to initiate credit to my account(s) and financial institution(s) named below.

**PRIMARY ACCOUNT**                      ( ) Checking (22)                                      ( ) Savings (32)

Financial Institution \_\_\_\_\_

\_\_\_\_\_                                      \_\_\_\_\_  
BANK ROUTING NUMBER                                      ACCOUNT NUMBER

Name on Account \_\_\_\_\_

---

---

**SAVINGS ACCOUNT**                      ( ) Checking (22)                                      ( ) Savings (32)

Amount to be credited to secondary account \$ \_\_\_\_\_ \*

Financial Institution \_\_\_\_\_

\_\_\_\_\_                                      \_\_\_\_\_  
BANK ROUTING NUMBER                                      ACCOUNT NUMBER

Name on Account \_\_\_\_\_

***\*Remainder of check will be credited to the primary account***

\_\_\_\_\_                                      \_\_\_\_\_  
Signature                                      Social Security Number

\_\_\_\_\_                                      \_\_\_\_\_                                      \_\_\_\_\_  
Date                                      Campus                                      Extension

Please attach a voided check for each account to this form. Mark each form as **“Primary”** or **“Secondary.”**