

DIRECT DEPOSIT AUTHORIZATION

As permitted under Minnesota Statutes 177.23, subd. 4, Osseo Area Schools requires all employees to enroll in direct deposit. This authorization form gives Osseo Area Schools and your financial institution authority to deposit your pay electronically into a checking or savings account.

How Direct Deposit Works

On payday, money will be automatically deposited into your designated bank account. You may view your current or past pay statements, including gross salary, taxes, other deductions, benefit information and net pay by logging onto myView. The amount of the deposit will also appear on your monthly bank statement.

Benefits of Direct Deposit

The direct deposit service is free, safe, convenient and easy. It will:

- Eliminate trips to the bank.
- Save the time spent picking up, depositing or cashing a pay check.
- Eliminate the possibility of a check being lost, stolen or forged.
- Ensure wages are deposited into the account, even when you are away from the office on payday.
- Give immediate access to funds.

To Enroll in Direct Deposit

Using the form below:

1. Check into which account (checking or savings) pay should be deposited.
2. Provide all information requested: name, name of financial institution and location.
3. Sign and date the form.
4. Attach a voided blank check if using a checking account for the deposit or a savings deposit slip if using a savings account. This slip will be used to verify financial institution information.
5. Deliver completed form to the Payroll Department.

Employee Authorization Of Direct Deposit

I authorize Osseo Area Schools and the financial institution named below to deposit my pay electronically each payday to my:

Checking account

Savings account

Financial Institution Name

Location

This authorization will remain in effect until I give written notice of a change in financial institution, account information, or terminate employment.

Name (Please print)

Employee ID Number

Signature

Date