



GODFREY-LEE
PUBLIC SCHOOLS

Authorization Agreement for Automatic Deposits

Please print and complete ALL the information below.

Employee Name: _____

The diagram shows a check from John Jones, 124 Main Street, Anywhere, MA 02345. The check is dated and payable to the order of. The amount is written in dollars. The check number is 0259. The routing number is 123456789. The account number is 1234567891011. The check number is 0259. Labels with arrows point to these numbers: '9 digit Routing Number' points to 123456789, 'Account Number (1-17 digits)' points to 1234567891011, and 'Check Number (do not include)' points to 0259. The word 'EXAMPLE' is written across the center of the check.

Name of Bank: _____

Account #: _____

9-Digit Routing #: _____

Amount: ☐ \$ _____ ☐ _____% or ☐ Entire Paycheck

Type of Account: ☐ Checking ☐ Savings (Check One)

I hereby authorize Godfrey-Lee Public Schools to directly deposit my pay to the account listed above. This authorization cancels all previous direct deposits and will remain in effect until I modify or cancel it in writing.

Signature: _____ **Date:** _____

Please return completed form to Nathan Tillema at Administration Office, ntillema@godfrey-lee.org.