

CADDO PARISH SCHOOL BOARD  
DIRECT DEPOSIT EMPLOYEE AUTHORIZATION FORM

PLEASE READ AND RETURN TO THE PAYROLL DEPARTMENT  
AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDIT)

It is understood that this banking procedure is a courtesy extended by the Caddo Parish School Board and does not guarantee the banks posting of the deposit any given date. **NOTICE:** This courtesy is limited to ONE ACCOUNT ONLY.

NAME: \_\_\_\_\_ SS NUMBER \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

NAME OF BANK OR CREDIT UNION \_\_\_\_\_

NAME ON ACCOUNT \_\_\_\_\_

TYPE OF ACCOUNT: CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_

I acknowledge that it is my sole responsibility to maintain current and correct banking account information on file with the Caddo Parish School Payroll Department.

PLEASE NOTE: IF YOU CLOSE THIS ACCOUNT AT YOUR FINANCIAL INSTITUTION, PLEASE CONTACT THE PAYROLL DEPARTMENT IMMEDIATELY AT 603-5572

\_\_\_\_\_  
EMPLOYEE SIGNATURE

ATTACH A VOIDED CHECK OR COPY OF CHECK HERE

PLEASE USE TAPE DO NOT STAPLE

IN ORDER TO PARTICIPATE IN THE DIRECT DEPOSIT PROGRAM, THE BANK TRANSIT NUMBER AND YOUR ACCOUNT NUMBER IS REQUIRED TO ENSURE PROPER ENTRIES. THIS INFORMATION WILL BE USED ONLY BY THE DIRECT DEPOSIT SUPERVISOR AND YOUR BANKING INSTITUTION. YOUR ACCOUNT NUMBER WILL BE KEPT SECURE AND CONFIDENTIAL. IF YOU ARE DEPOSITING TO A SAVINGS ACCOUNT AND HAVE NO CHECK TO ATTACH, PLEASE BE SURE YOU HAVE LISTED YOUR SAVINGS ACCOUNT NUMBER CORRECTLY.