

**RUSK INDEPENDENT SCHOOL DISTRICT**  
**203 East 7th Street**  
**Rusk, Texas 75785**  
**903-683-5592 Fax: 903-683-2104**



### DIRECT DEPOSIT ENROLLMENT FORM

Direct deposit allows the employee to automatically deposit their payroll check to the financial institution of their choice electronically. The money will be deposited into your account on the same date that you would normally receive your paycheck. The employee will receive a voucher in lieu of a paycheck. All information printed on a regular check stub will appear on the voucher. This includes wages, deductions, and sick leave balances.

If you would like to participate in direct deposit, please complete the information below and return this form and a **voided** deposit slip to the Central Office. PLEASE PRINT ALL INFORMATION.

Employee Name \_\_\_\_\_

Routing Number \_\_\_\_\_

*(This number is preprinted at the bottom of your check in the left corner, or you can call your bank and ask for the routing number.)*

Name of your Bank \_\_\_\_\_

Bank Address - Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Bank Phone Number \_\_\_\_\_

Account Number to be used \_\_\_\_\_

*Check one*                      Checking Account \_\_\_\_\_                      Savings Account \_\_\_\_\_

Month/Year to begin direct deposit \_\_\_\_\_ 20 \_\_\_\_\_

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

**I hereby authorize Rusk ISD to deposit my pay to the bank account named above.**

**Signature to participate** \_\_\_\_\_ **Date** \_\_\_\_\_

*Direct deposit can be cancelled by filing a cancellation form with the payroll department before the 5<sup>th</sup> of any month. Employees requesting to participate in direct deposit should allow at least one month for direct deposit to begin. If you have questions, please contact Kara Bowling at 903-683-5592 or within the District at extension 1002.*

**I decline to participate in the direct deposit program.**

**Signature to decline participation** \_\_\_\_\_ **Date** \_\_\_\_\_