

# DEARBORN SCHOOLS PAYROLL DIRECT DEPOSIT SIGN-UP FORM



You may specify up to four checking or savings accounts. Return this form along with a **voided check and/or bank provided form with the account information** to the Payroll Office by interschool or U.S. Mail, Payroll, Dearborn Public Schools, 18700 Audette, Dearborn, MI 48124.

**Employee is responsible for the accuracy of routing and account numbers listed  
On this form. Check with you bank if you are unsure.**

I authorize Dearborn Schools to deposit my pay to my checking and/or savings account(s) listed below and, if there is any error, to make the necessary corrections to my account(s).

Employee Name (printed): \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCOUNT 1:**

ACTION  
 New  
 Change  
 Stop

**(999) REQUIRED – Net Pay Direct Deposit to any bank or credit union**  
***Net Pay less any partial direct deposits (if any) listed below will be deposited into this account***

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Checking:  Savings:

**ACCOUNT 2:**

ACTION  
 New  
 Change  
 Stop

**(998) OPTIONAL Partial Direct Deposit to any bank or credit union**

Amount: \$ \_\_\_\_\_

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Checking:  Savings:

**ACCOUNT 3:**

ACTION  
 New  
 Change  
 Stop

**(997) OPTIONAL Partial Direct Deposit to any bank or credit union**

Amount: \$ \_\_\_\_\_

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Checking:  Savings:

**ACCOUNT 4:**

ACTION  
 New  
 Change  
 Stop

**(996) OPTIONAL Partial Direct Deposit to any bank or credit union**

Amount: \$ \_\_\_\_\_

Bank Name: \_\_\_\_\_ Routing Number: \_\_\_\_\_