

School Administrative Unit #15

90 Farmer Road
Hooksett, NH 03106
603-622-3731

ELECTRONIC DEPOSIT AUTHORIZATION

Auburn Candia Hooksett Sub SAU

NAME _____ **SCHOOL** _____

The processing of this direct deposit will take 2 pay periods:

1. Direct deposit information is sent to the bank as a "pre-note" with \$0 as a test to make sure the account info provided below matches with the bank;
2. Actual funds are sent on next pay period only if the SAU Office did NOT receive an error message from the bank when the pre-note was sent on the prior payroll, otherwise you will be contacted to help resolve any issues that arise.

I authorize my payroll deposits to be electronically credited to the following account(s) as specified:

Direct Deposit #1

Bank Name _____
Routing # _____ Account # _____
 Checking **OR** Savings Entire Check **OR** \$ _____ Specific Amount

Direct Deposit #2

Bank Name _____
Routing # _____ Account # _____
 Checking **OR** Savings Entire Check **OR** \$ _____ Specific Amount

For checking account(s) listed, please attach a photocopy of a check for the account

For those with their entire check being electronically deposited, you may have your payroll advice slip emailed directly to you in place of a paper copy being mailed to you by entering an email address:

Email Address: _____

Employee Signature

Date