

**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**

**School Administrative Unit 15**  
90 Farmer Road  
Hooksett, NH 03106  
603-622-3733

---

**PAY – MAIL AUTHORIZATION**

Select one option, sign, date, and return to the SAU office

**OPTION 1**

I, \_\_\_\_\_, hereby authorize SAU 15, the School  
Print Name

Administration office for Auburn, Candia, and Hooksett School Districts to mail my paycheck to my home address, until further notice.

**OPTION 2**

I, \_\_\_\_\_, do not want my paycheck mailed to my  
Print Name

home address. I will pick it up at the following location:

- \_\_\_ Auburn Village School (Auburn paychecks only)
- \_\_\_ Candia Moore School (Candia paychecks only)
- \_\_\_ Underhill School (Hooksett paychecks only)
- \_\_\_ Memorial School (Hooksett paychecks only)
- \_\_\_ Cawley Middle School (Hooksett paychecks only)
- \_\_\_ SAU office (Auburn, Candia, and Hooksett paychecks)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date