



**COVENTRY LOCAL SCHOOLS
REQUEST FOR DIRECT DEPOSIT**

Payroll direct deposit is mandatory for all employees. You may select more than one direct deposit transaction in addition to a credit union payroll deduction or savings account deposit. Your total net pay must be directly deposited into one or more accounts; you may NOT have a partial deposit and receive a check also. Checking and savings account direct deposits may be requested. Deposits may be made to different financial institutions, and you may have more than one checking and/or savings account. In order to sign up for direct deposit, complete the form below, detach it, and return to the Treasurer's Office with the following:

CHECKING Attach a voided *check* from your account
SAVINGS Attach a deposit slip or bank verification of your account number

Detach and return to: **Treasurer's Office – Coventry Local Schools**
3257 Cormany Rd.
Akron, OH 44319
(330) 644-1435

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

New Request Change of Account Change of Amount

I hereby authorize COVENTRY LOCAL SCHOOLS to electronically deposit my pay as follows:

ACCOUNT: Bank _____ EFT Routing No. _____
Checking
Savings Account No. _____ Amount \$ _____

ACCOUNT: Bank _____ EFT Routing No. _____
Checking
Savings Account No. _____ Amount \$ _____

ACCOUNT: Bank _____ EFT Routing No. _____
Checking
Savings Account No. _____ Amount \$ _____

Signature _____ SS# _____ Date _____

Direct deposit notification will be sent via email. Please provide one or more email addresses to which you want this information sent electronically:

_____ @ _____
_____ @ _____

PRINT CLEARLY!!!

REQUESTS WILL NOT BE PROCESSED WITHOUT REQUIRED DOCUMENTATION