

Spring Independent School District

Financial Services Division - Payroll

16717 Ella Blvd. • Houston, Texas 77090
Tel. 281.891.6095 • Fax 281-891-6096 • payroll@springisd.org



AUTHORIZATION FOR DIRECT DEPOSIT

NAME (Please Print): _____ DATE: _____

EMPLOYEE ID#: _____ SOCIAL SECURITY # _____

New Employees Only

New Account Account Change

Please allow up to 30 days for changes to process.

Name of Depository _____

ABA/Routing # _____

Type of Account _____ Checking _____ Savings

Account Number _____

I hereby authorize Spring Independent School District to initiate electronic credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the checking or savings account indicated above.

I understand that the direct deposit is due at my bank based on Spring ISD's pay dates and that I am responsible for any and all bank service fees that result from paying out of my account before the direct deposit was posted. Once a direct deposit has been transmitted, my bank is responsible for the availability of my funds.

If my account has been closed while funds are being transferred or my bank cannot accommodate the direct deposit, the funds must be returned to Spring Independent School District before a replacement check can be issued. This may take up to five business days after a pay date.

SIGNATURE: _____

CAMPUS/LOCATION: _____

NOTE: ATTACH A VOIDED CHECK (CHECKING), DEPOSIT SLIP (SAVINGS) OR PRE-PRINTED STATEMENT FROM THE BANK FOR THE SPECIFIED ACCOUNT.

Payroll Department Use Only

Bank Code: _____ Date Entered: _____ Initials: _____