

# C-FB ISD PAYROLL DIRECT DEPOSIT AGREEMENT

In order for you to participate in Direct Deposit, you must sign this authorization agreement, attach a voided check and return to the Payroll Department. **ALL INFORMATION MUST BE PROVIDED FOR PROCESSING.** Deadline for Monthly employees is the 5<sup>th</sup> of the month. Deadline for Semi-Monthly employees is 5 days prior to payday.

Instructions for setting up a direct deposit:

1. Attach a voided check, copy of a check or sheet from bank with account information. Indicate whether it is a checking or savings account (No Deposit Slips)
2. Complete and Sign this form
3. Return form to the Payroll Department

C-FB ISD does not print paystubs. You may print a copy of your paystub from the Employee Service Center at ***cfbportal.org***.

I hereby authorize Carrollton-Farmers Branch ISD to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account (s).

Employee Name \_\_\_\_\_

TEAMS ID Number \_\_\_\_\_ or SSN \_\_\_\_\_

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

**Primary Account:**            Checking \_\_\_\_\_            Savings \_\_\_\_\_

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

**(Credit Union of Texas Only)**

**Secondary Account:**            Checking \_\_\_\_\_            Savings \_\_\_\_\_            Amount \_\_\_\_\_ or \_\_\_\_\_ % of net

Change Amount From \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Bank Name:           Credit Union of Texas          

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

C-FB ISD PAYROLL DEPARTMENT USE ONLY

Entered: \_\_\_\_\_            Initials: \_\_\_\_\_