

RICHMOND HEIGHTS LOCAL SCHOOLS

Office of the Treasurer
Direct Deposit of Payroll Checks
ALL STAFF MEMBERS

Direct deposit of payroll is mandatory following your first pay. **Either a voided check or direct deposit form from your bank must be provided for each account listed that includes the correct routing and account numbers.**

*Closing an account before changing your direct deposit on file **may delay** the receipt of your pay.*

PLEASE NOTE: THE FIRST PAYMENT AFTER A NEW ACCOUNT OR ANY ACCOUNT CHANGE IS PAID TO THE EMPLOYEE BY LIVE CHECK FOR SECURITY PURPOSES.

Please DIRECT DEPOSIT my paycheck as follow:

1. Bank: _____
Routing # _____ Account # _____
Amount _____ Checking _____ Savings _____

2. Bank: _____
Routing # _____ Account # _____
Amount _____ Checking _____ Savings _____

3. Bank: _____
Routing # _____ Account # _____
Amount/ _____ Checking _____ Savings _____

DATE: _____ PRINTED NAME: _____

SIGNATURE: _____
(required)