MOUNT CLEMENS COMMUNITY SCHOOL DISTRICT
PAYROLL DEDUCTION AUTHORIZATION
DIRECT DEPOSIT ENROLLMENT FORM

Employees can choose to have their payroll checks deposited into any bank (except Michigan Schools and Government Credit Union - apply directly at their branches, using their forms). For all other banks, complete this form and return it to the Payroll Department, located in the Administration Building. **You must include a blank, voided check or deposit ticket.**

Please print or type the information requested below:

Name		Social Security Number
Financial Institution Name		
Address of Financial Institution		
City	State	Zip Code

Check One ☐ Checking ☐ Savings

Routing Number

Account Number

Amount
$

Initial Enrollment ☐ Change ☐ Cancellation ☐

I hereby authorize Mt. Clemens Community Schools to deduct the amount stated above from my earnings each pay period for transmittal to the financial institution above. I further authorize Mt. Clemens Community Schools to initiate credit entries to the designated financial institution and account listed above. This authorization will also allow Mt. Clemens Community Schools to adjust entries to correct errors.

This authorization will remain in effect until Mt. Clemens Community Schools has received changes in writing.

Authorized Signature **Date**