

**Mount Vernon Community School District
Direct Deposit of Payroll**

Your Name _____ Date _____

Employees are required to use this option to have your payroll directly deposited into your bank account(s) and you will receive a payroll direct deposit slip emailed to you on the monthly pay date. Your payroll money will go into your bank account on the official payroll pay date.

Email address to send your direct deposit slip: _____

Direct Deposit Financial Institution #1

Type of account: () Checking () Savings

Attach a voided check for Financial Institution #1:

Direct Deposit Financial Institution #2 - Optional

Type of account: () Checking () Savings

Enter the Percentage _____% or Dollar Amount \$_____ that should be deposited from your net pay into Financial Institution #2. The remainder of your net pay will be deposited into Financial Institution #1 as listed above.

Attach a voided check for Financial Institution #2: