

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT**  
**Payroll Direct Deposit**

I elect to have my monthly payroll check deposited directly into my account at a financial institution:

1. My election to participate in Direct Deposit includes my entire net pay and may only be deposited into one account, checking or savings.
2. If I choose to terminate my election, written notice of termination or enrollment in Direct Deposit must be received by the payroll clerk in the District Office no later than the second Friday of the month in which the Direct Deposit action is to occur.
3. Should I change my account and/or financial institution I will complete a new Direct Deposit form, to be received by the payroll clerk in the District Office no later than the second Friday of the month in which the change is to become effective.
4. I have verified that my financial institution can, and will, accept an electronically transferred direct deposit of my paycheck.
5. I have attached a voided check below, or document generated by my financial institution displaying my account number and the financial institution's routing (ABA) number. The voided check or instrument must be current and not a "leftover" from a previous bank merger.

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*Attach a voided check or bank generated document here:*

Name \_\_\_\_\_ Account Type \_\_\_\_\_  
(Checking or Savings)

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

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Office use only:

Entered by \_\_\_\_\_ Code \_\_\_\_\_ C or S \_\_\_\_\_ Date \_\_\_\_\_