

New Lexington Schools
Direct Deposit Enrollment Form
REQUIRED TO ENROLL

This form must be accompanied by a voided check or account verification form from your bank.

Deposit tickets will not be accepted, unless it is a savings account.

Employee Name: _____

Financial Institution Name: _____ Bank Routing Number: _____ Account Number: _____

Type of Account: _____ Checking _____ Savings

Amount to be Deposited, if not Full: _____

(this can be a percentage or fixed dollar amount)

Financial Institution Name: _____ Bank Routing Number: _____ Account Number: _____

Type of Account: _____ Checking _____ Savings

Amount to be Deposited, if not Full: _____

(this can be a percentage or fixed dollar amount)

Employee Signature _____ Date: _____

*You will receive your direct deposit notice via email; please confirm your email address:

_____ (if you are an employee of New Lexington Schools, your notice will be sent to your work email).

**This form was received in the Treasurer's Office on _____ and processed on _____