

# ***Payroll Direct Deposit Authorization Form***

## ***Instructions***

- Please print
- Attach a voided check if possible
- Requests for deposits to non-US financial institutions (i.e. foreign banks) must be accompanied by written wire instructions from your bank
- Deposits to foreign banks must specify the SWIFT code
- Deposits to Canadian banks must include branch code
- Deposits to UK banks must include sort code
- The name and address of the account-holder are essential for international wires (deposits to non-US financial institutions)
- You must be the accountholder (named on the account to which funds should be deposited)

**Please be certain that the account-holder information appears exactly as it does on your account statement.**

**Payroll Direct Deposit Authorization**

To: **International Schools Services** (Accounting Department)

I authorize you to deposit the following amounts automatically to the account(s) specified below each pay day by initiating credit entries to my account electronically or by any other commercially accepted method, and I authorize the financial institution named below to credit the same to my account. If I receive funds from my employer to which I am not entitled, I authorize you to direct the financial institution to return said funds by any such method, and I authorize the financial institution to debit the same to my account. This authority will remain in effect until you have received written notice from me of its cancellation in such time and manner as to afford you and the financial institution a reasonable opportunity to act on it.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Emp. # \_\_\_\_\_

**FIRST DEPOSIT**                      Select account type:                      Checking                      Savings

Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Transit Routing No. \_\_\_\_\_ (or) SWIFT Code \_\_\_\_\_

Account No. \_\_\_\_\_ Branch Code \_\_\_\_\_

Account-holder Name \_\_\_\_\_

Account-holder Address \_\_\_\_\_

Deposit Amount, Percentage or "Net" (for net pay) \_\_\_\_\_

**SECOND DEPOSIT**                      Select account type:                      Checking                      Savings

Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Transit Routing No. \_\_\_\_\_ (or) SWIFT Code \_\_\_\_\_

Account No. \_\_\_\_\_ Branch Code \_\_\_\_\_

Account-holder Name \_\_\_\_\_

Account-holder Address \_\_\_\_\_

Deposit Amount, Percentage or "Net" (for net pay) \_\_\_\_\_

**SAVINGS / INVESTMENT**                      Select account type:                      Checking                      Savings

Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Transit Routing No. \_\_\_\_\_ (or) SWIFT Code \_\_\_\_\_

Account No. \_\_\_\_\_ Branch Code \_\_\_\_\_

Account-holder Name \_\_\_\_\_

Account-holder Address \_\_\_\_\_

Percentage                      10% of base salary                      Additional Amount                      \_\_\_\_\_