

GARDINER PUBLIC SCHOOL

Park County Districts #7 and #4
510 Stone Street
Gardiner, MT 59030-9378
Phone (406) 848-7563 Fax (406) 848-0606

MEMORANDUM

To: Cindy Sanders, Business Manager / District Clerk

From: _____
Please print

Subject: Automatic Deposit of Payroll Checks

Employees may choose to have their wages deposited directly into their checking and / or savings account. It is not required.

You can elect to put the full deposit into one account or split it among more than one by a percentage or a dollar amount split. Please fill out the following options to fit your deposit request. You can enter the amount or percentage where you want and enter balance in the account to get any remaining balance.

Effective with the next payroll, please automatically deposit my wages into my accounts as follows.

[] savings _____ (dollar amount or percentage)

[] checking _____ (balance, dollar amount or percentage)

Bank Name _____

Address _____

Please attach a copy of a check marked "VOID" or a deposit slip (for a savings account) as it is important to have the correct routing and account numbers. If you have more than 2 elections, please attach another sheet with the exact split requested and the appropriate documentation.

Teachers: The last payroll warrant of the school year will not be automatically deposited, but will be a paper check issued to you at check-out. The undersigned agrees to the conditions as set forth above.

Employee Signature

Date