

TROY AREA SCHOOL DISTRICT  
68 Fenner Ave  
TROY, PA 16947

**Direct Deposit of Payroll**

It is mandatory to have your payroll deposited to the bank(s) of your choice, and to the account(s) of your choice (i.e. checking or savings), up to a maximum of three. You **cannot** have some direct deposit and the balance in a check.

Please complete the authorization form below and return to the business office as soon as possible

If you have questions regarding this matter, please feel free to contact the Payroll Office at 570-297-2750 ext 2204.



SIGN UP FOR DIRECT DEPOSIT

EMPLOYEE NAME \_\_\_\_\_ SOCIAL SECURITY NO \_\_\_\_\_

I hereby authorize the Troy Area School District to begin direct deposit of my payroll check effective with the first pay period following the date below. I have attached a copy of a deposit slip for the account(s) I wish the deposit to be made into. I have read the regulations outlined above and agree to all.

Name of Bank #1 _____	Amount to deposit _____	\$ or %
Bank #1 Routing Number _____	Bank #1 Acct. No. _____	C or S*

Name of Bank #2 _____	Amount to deposit _____	\$ or %
Bank #2 Routing Number _____	Bank #2 Acct. No. _____	C or S*

Name of Bank #3 _____	Balance of net check will be deposited.	
Bank #3 Routing Number _____	Bank #3 Acct. No. _____	C or S*

\*Checking or Savings

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Signed

**BE SURE TO ENCLOSE COPY OF DEPOSIT SLIP FOR EACH BANK**