

**PORT NECHES-GROVES ISD**

**PAYROLL DIRECT DEPOSIT-DIRECT DEBIT ENROLLMENT FORM**

NAME: \_\_\_\_\_ EMPLOYEE SS#: \_\_\_\_\_

SCHOOL/LOCATION \_\_\_\_\_ Effective Date \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please verify your account information with your financial institution for accuracy. **We do not send a test file.**

BANK NAME \_\_\_\_\_

BANK PHONE # \_\_\_\_\_ BANK ROUTING# \_\_\_\_\_

**CHECKING/SAVINGS ACCOUNT #** \_\_\_\_\_

(CIRCLE TYPE OF ACCOUNT)

NET CHECK \_\_\_\_\_ DESIGNATED AMOUNT: \$ \_\_\_\_\_

**FOR AN ADDITIONAL ACCOUNT COMPLETE BELOW**

BANK NAME \_\_\_\_\_

BANK PHONE # \_\_\_\_\_ BANK ROUTING# \_\_\_\_\_

**CHECKING/SAVINGS ACCOUNT #** \_\_\_\_\_

(CIRCLE TYPE OF ACCOUNT)

DESIGNATED AMOUNT: \$ \_\_\_\_\_

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

\_\_\_\_\_  
Date

AGREEMENT: By typing my name above, I agree that this will become my electronic signature and is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

NOTE: A VOIDED CHECK OR DEPOSIT SLIP CAN BE ATTACHED TO THIS FORM