

**GARDEN CITY PUBLIC SCHOOLS
1333 Radcliff
Garden City MI 48135**

Authorization Agreement for Automatic Deposit Directions:

1. **Name of Depository Institution (DFI):** Print the name of the financial institution where your deposit will be credited.
2. **DFI Routing & Transit Number:** The DFI number is the first nine digits printed on the bottom left-hand corner of your check. If you are depositing your check into a credit union you should call that credit union and verify the DFI number, if you are depositing your check into a savings account, you must call the financial institution for the DFI number.
3. **Account Number to Credit:** Write the account number into which your money will be deposited.
4. Complete the personal data information including your last 4 of your social security number.
5. Sign and date the form.
6. **For verification purposes only: Attach a voided check OR something from the bank with your account information printed on it.**

Authorization Agreement for Automatic Deposits (ACH Credits)

I hereby authorize **GARDEN CITY PUBLIC SCHOOLS** to make deposits from time to time in the account identified below at _____ (Depository Financial Institution, hereinafter referred to as DFI) and authorize the DFI to accept these deposits. Adjusting entries to correct errors are also authorized. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until **written** notice of termination is given to GARDEN CITY PUBLIC SCHOOLS. I acknowledge receipt of a filled-in copy of this Authorization.

Name of DFI	DFI's Routing & Transit #	Account Number to Credit	Type of Account																																								
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Please attach voided check to this authorization OR something from the bank with your account information printed on it

This form needs to be turned in a minimum of **6 working days prior to the pay date**. The 1st pay it will go through as a test to make sure that the routing and account number work correctly.
The 2nd pay (as long as the 1st works correctly) your pay will be in your account on payday and you will receive a voucher showing the amount deposited.