

RIVERSIDE LOCAL SCHOOLS

The Arthur B. Crandall Administrative Office
585 Riverside Drive – Painesville, OH 44077 – (440) 352-0668 – Fax (440) 639-1959

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH)

I hereby authorize Riverside Local Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account or accounts listed below.

Account Information

Name of Financial Institution: _____

Routing Number: _____

Account Number: _____

**Percent / Fixed: _____ Checking Savings

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Account Information

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Account Number: _____

**Percent / Fixed: _____ Checking Savings

The authority is to remain in full force until Riverside Local Schools has received written notification from me of any changes in such time/manner as to afford Riverside Local Schools and the FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Direct Deposit Email

Employee direct deposit information will be emailed to school email each scheduled payday. Alternate email can be requested below.

Alternate Email Address to be used: _____

Name of Employee _____ S.S. # _____

Signature: _____ Date: _____

- *Routing number is the nine-digit number that appears on the bottom of check.
- **Percentage must be 100%
- Please attach a VOIDED CHECK for verification of account.
- This may be the bank of your choice. Check with your bank to be certain they accept ACH.