

Ruidoso Municipal Schools

200 Horton Circle ~ Ruidoso, NM 88345
Phone: (575) 630-7000 ~ Fax: (575) 257-4150



DIRECT DEPOSIT AUTHORIZATION

PLEASE ATTACH A VOIDED CHECK OR PHOTOCOPY OF A CHECK FROM THE ACCOUNT THAT YOU WISH YOUR DEPOSITS TO BE MADE.

NOTE: Requests must allow sufficient time for processing and bank pre-notification, and may not be effective for your next pay date. Late requests may result in a warrant (check) being issued (for new employee) or deposit to an already established account (for continuing employee). We suggest leaving your old account open until deposit to your new account has occurred.

EMPLOYEE NAME _____

BANK NAME _____

BANK ROUTING #: _____

ACCOUNT #: _____

TYPE OF ACCOUNT

CHECKING

☐

SAVINGS

☐

EMPLOYEE SIGNATURE

DATE

Authorization Agreement: I hereby authorize Ruidoso Municipal Schools to deposit my paycheck each payday directly into the account named above. This authority will remain in force until I have given written notice that I am terminating it, or until my employer has notified me that this deposit service has been discontinued. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If an incorrect deposit should be made into my account, I authorize my bank and Ruidoso Municipal Schools to make the appropriate adjustment(s).

Please indicate the email address to which you wish your direct deposit receipt sent:
