



Mason School District

School Administrative Unit #89
13 Darling Hill Rd. Mason, NH 03048
(603) 878-2962 (phone) (603) 878-3439 (fax)

Re: Direct Deposit

We are pleased to announce that you are able to receive payroll and any reimbursements (medical/staff development, etc.) via direct deposit through our secure website. If you are interested, please complete this form and return to the Mason School District. If you have email, you will receive your deposit verification via email, if not, it will be sent regular mail.

Institute (Bank) Name: _____

Routing #: _____

Saving or Checking Account #: _____

Email Address: _____

I authorize the School District Office to automatically deposit any funds owed to me to my account at the Depository Financial Institution named on this form.

I understand that this agreement may be terminated by me or by the School District at any time with written notification. Any such notification requires a reasonable time to act upon.

I authorize the School District Office to charge/credit to my account only for the purposes of correcting an erroneous credit/debit previously deposited by my account provided that prior to the debit/credit the District Office has notified me in writing of the reason for the adjustment.

Employee Name: _____

Employee Social Security Number: _____

I have read & understood this form: _____
Signature Date

****PLEASE ATTACH A VOIDED CHECK TO THIS FORM**