

LAKE SHORE PUBLIC SCHOOLS MANDATORY DIRECT DEPOSIT FORM

Effective July 1, 2007, the Business Office will require all **new** employees to participate in our Direct Deposit program.

Step 1: Check one:

- Initial Enrollment
 Change
 Cancellation

Step 2: Do you want ALL OF YOUR PAY to go to Michigan Schools & Government Credit Union? If so, **DO NOT** complete this form. You must go to one of their branches to request "payroll deduction". There is a form that they fill out and you will sign. They will mail the form to us to process.

Step 3: Do you want JUST A SPECIFIC AMOUNT FROM YOUR PAY to go to Michigan Schools & Government Credit Union? If so, you must go to one of their branches to request "payroll deduction" in that specific amount. They have a form that they fill out and you will sign. They will mail the form to us to process. Continue to Step 4 to set up where the rest of your pay will be directly deposited.

Step 4: Please print the information requested below.

Name		ID#
Financial Institution Name		
Address of Financial Institution		
City	State	Zip

Check one: CHECKING SAVINGS

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TRANSIT ROUTING NUMBER

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ACCOUNT NUMBER

Step 5: If depositing to a checking account, please attach a blank, voided check to the back of this form. (Deposit tickets are not acceptable as they can have the incorrect routing number)

Step 6: Read, sign, and date this form. New employees should submit completed form to the Personnel Department, existing employees should submit to the Payroll Department.

I authorize Lake Shore Public Schools to initiate debit entries to the designated financial institution and account listed above. This authorization will also allow Lake Shore Public Schools to adjust entries to correct errors. This authority will remain in effect until Lake Shore Public Schools has received changes in writing.

SIGNATURE

DATE

Your Direct Deposit should begin with your next (or first) paycheck. However, payroll is processed several days before each payday – please watch your checks/stubs carefully (it may be cashable). For any questions regarding Direct Deposit, please contact Misty Blaesing at (586) 285-8474 in the Payroll Department.