



Bismarck Public Schools

806 North Washington Street
Bismarck, North Dakota 58501-3623
(701) 323-4000
Fax: (701) 323-4042
www.bismarckschools.org

DIRECT DEPOSIT AUTHORIZATION FORM

Bismarck Public Schools requires direct deposit for employee paychecks. As an added feature the check may be deposited into more than one account (checking, savings, or any combination). **To enroll, simply sign the authorization below. Staple a blank deposit slip for EACH account to the upper right corner of this form and return it to the Payroll Office, Bismarck Public Schools, 806 N. Washington St.**

Your deposit will be posted to your account(s) on the regular payday and your remittance (paycheck stub) will be posted on EZStub.com so you know the exact amount that was deposited.

You will receive a regular paycheck the first month after you sign up (the bank does a dry run to make sure your account number is accurate). Direct deposit will begin with the **SECOND** paycheck after you sign up.

I AUTHORIZE BISMARCK PUBLIC SCHOOL DISTRICT NO. 1 TO DIRECT DEPOSIT MY PAY.

Name (please print)

Employee ID Number

Signature

Date

EMPLOYEE USING ONE ACCOUNT

CIRCLE ONE: Deposit to CHECKING or SAVINGS account

Account Number: _____

EMPLOYEE USING MULTIPLE ACCOUNTS

Checking Account Number: _____ Amount: \$ _____ or Percent: _____ %

Savings Account Number: _____ Amount: \$ _____ or Percent: _____ %

Optional Account Number: _____ Amount: \$ _____ or Percent: _____ %

If you have any questions, call the Payroll Office at 323-4063 or 323-4064.

FOR OFFICE USE:

Date of Pre-Notification: _____

Date of First Active Direct Deposit: _____