
PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

COMPLETE AND RETURN TO THE HISD PAYROLL OFFICE

*(Completed form must be turned in
at least 10 days prior to monthly pay date.)*

I authorize Hillsboro Independent School District and the financial institution named below to automatically deposit my pay to the account shown below (this includes my authorization to Hillsboro ISD to reverse any entries made in error). This authority will remain in effect until I give written notice to HISD Payroll Office.

Account Type:

Checking Account No. _____ Savings Account No. _____

Financial Institution

Employee's Name

Location (Branch)

Employee's Social Security Number

City

State

Employee's Signature

ATTACH VOIDED CHECK HERE

To sign up for direct deposit, complete the authorization form following these instructions:

- < Check the box indicating where you want your pay deposited - to your checking account or savings account.
- < Fill in your account information.
- < Sign and date the form.
- < Attach a voided check or deposit slip to the authorization form for verification of your account information.
- < Return the completed form to the Hillsboro ISD Payroll Office by the dates indicated at the top of this form.

On payday, you will receive an earnings statement showing your gross pay, tax and other deductions, and the net amount of your deposit. Your pay will be in your account and available to you.

Commonly Asked Questions about Direct Deposit

1. Can my deposit go to more than one account?

Yes.

2. What about pay dates around the holidays?

We will alter the pay dates to allow for holidays.

3. Is this only available to me at local banks?

No, you may use any bank that you choose.

**DIRECT DEPOSIT
SIGN-UP FORM**