



FAIRBANKS NORTH STAR BOROUGH SCHOOL DISTRICT

Automatic Deposit Plan

I authorize the Fairbanks North Star Borough School District Payroll Department to initiate the changes I have indicated below:

Financial Institution:	Routing #	Account#		Checking <input type="checkbox"/>	Full paycheck or set \$ amount
				Savings <input type="checkbox"/>	
Financial Institution:	Routing #	Account#		Checking <input type="checkbox"/>	Dollar Amount
				Savings <input type="checkbox"/>	
Financial Institution:	Routing #	Account#		Checking <input type="checkbox"/>	Dollar Amount
				Savings <input type="checkbox"/>	
Financial Institution:	Routing #	Account#		Checking <input type="checkbox"/>	Dollar Amount
				Savings <input type="checkbox"/>	
Financial Institution:	Routing #	Account#		Checking <input type="checkbox"/>	Dollar Amount
				Savings <input type="checkbox"/>	

- *Acceptable documents are: Voided Check, Copy of Check, Membership Card.*
- *Documents must include account and routing information.*
- *Supporting documents must reflect legal name of employee on the account.*

- Auto deposit (Auto deposit required for FEA, FPA, ESSA, Exempt per contract)
- Adding new account – auto deposit **
- Delete account listed above from multiple deposits
- Change of Bank / Account Number / Dollar Amount
- Leave existing account in effect until new account activated
- Account is closed - do not submit to account or bank
- Cancel auto deposit. (Not valid for active Exempt, FEA, FPA or ESSA members)

****Auto deposit will take effect within the following pay period once the payroll department receives appropriate documentation.**

Employee Number (F#)

Print Name Clearly

Date

Signature