

DISTRICT 742 ACCOUNTS PAYABLE DIRECT DEPOSIT FORM

If you want to deposit to a checking account, please attach a voided check from your checking account (not a deposit slip).

If you prefer to have your check deposited to a savings account, please attach a deposit slip showing the bank name, account number, and the bank routing number.

Please indicate the type of account you will deposit to:

CHECKING ACCOUNT

SAVINGS ACCOUNT

Banking information must be submitted to the Business Office one week before the change will go in effect. Payment will not be made until the direct deposit information has been received.

Deposits are made available to your bank on the designated check date. If you would like to receive notification of the date and amount of your deposit(s) please provide an E-mail address below.

E-mail Address _____

Please attach your banking information and return this form to the Business Office at the following address.

Saint Cloud Area Schools
Business Services Department
1000 44th Avenue North, Suite 100
St. Cloud, MN 56303

I authorize District 742 and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error. If there are any other problems or adjustments needed, District 742 will work out details with me in person.

NAME (Please Print)

SIGNATURE

DATE

*****Please staple check/deposit slip here.**