



**KCTCS**  
**Authorization Agreement for Direct Deposit**

KCTCS requires mandatory direct deposit of payroll checks and reimbursements for employees. Employee payments will be directly deposited in the personal bank account(s) you specify.

Payroll proceeds will be distributed to all accounts indicated below. Due to the nature of reimbursements, they will be deposited to the account listed below with the highest percentage. If only one account is listed below all proceeds will be deposited to this account.

Direct deposit service is available to financial institutions that are members of the National Automated Clearing House Association (NACHA). Your bank or credit union should be able to verify their membership in the NACHA. Setting up direct deposit takes only three simple steps:

1. Complete the authorization agreement listed below.
2. **ATTACH A VOIDED CHECK FOR ALL ACCOUNTS YOU SELECT.**
3. Forward this agreement to your local payroll department representative.

**Employee Name** \_\_\_\_\_ **Employee ID Number** \_\_\_\_\_

<b>Action</b> (check one)	New Enrollment _____	Change in Accounts _____	Stop Direct Deposit _____
	Additional account/add to existing accounts _____		
<b>Direct Deposit # 1</b> Bank Name/Address _____			
Routing Number _____		Account Number _____	
Savings ___ or Checking ___ (check one) Percent of pay _____ OR Dollar amount _____			

<b>Action</b> (check one)	New Enrollment _____	Change in Accounts _____	Stop Direct Deposit _____
	Additional account/add to existing accounts _____		
<b>Direct Deposit # 2</b> Bank Name/Address _____			
Routing Number _____		Account Number _____	
Savings ___ or Checking ___ (check one) Percent of pay _____ OR Dollar amount _____			

I hereby authorize KCTCS to deposit my net pay and/or reimbursement of expenses to my account(s) at the financial institution(s) indicated above. I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.

\_\_\_\_\_  
**Employee Signature Required** Date

**FOR ADDITIONAL ACCOUNTS PLEASE USE AN ADDITIONAL FORM**  
**PLEASE READ THE DIRECTIONS ON HOW TO COMPLETE THE DIRECT DEPOSIT FORM**