

## APOLLO CAREER CENTER - DIRECT PAYROLL DEPOSIT INFORMATION

### Direct Deposit Policy and Procedures

The Electronic Direct Deposit program that is available through the Northwest Ohio Area Computer Services Cooperative shall be made available to all employees of the Apollo Joint Vocational School. The following procedures will be used to implement and maintain direct deposit in the district:

- ❖ Employees shall have the option to initially choose **five** different depositories and/or accounts.
- ❖ 100% of the net pay must be deposited.
- ❖ All employees hired after July 1, 1998 are required to direct deposit.
- ❖ If an employee withdraws from the direct deposit program, he/she will be ineligible again until the next January 1<sup>st</sup>.

### Procedures/Timeline

- ❖ Complete and sign the authorization agreement.
- ❖ Attach voided check and/or form completed by bank with savings account information – whichever applies.
- ❖ One test may be run before the direct deposit takes effect.
- ❖ Check your first direct deposit immediately.

### Authorization Agreement

I hereby authorize Apollo Joint Vocational School to initiate electronic entries to my checking and/or savings account(s) at the following financial institution:

FINANCIAL INSTITUTION NAME		
ROUTING/TRANSIT (ABA)		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
ACCOUNT NUMBER		

FINANCIAL INSTITUTION NAME		
ROUTING/TRANSIT (ABA)		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
ACCOUNT NUMBER		

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ACCOUNT NUMBER		

FINANCIAL INSTITUTION NAME		
ROUTING/TRANSIT (ABA)		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
ACCOUNT NUMBER		

<b>EMAIL</b>
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The authorization is to remain in full force and effect until the Apollo Joint Vocational School Treasurer receives written notification from me of its termination in such time and in such manner as to afford the Apollo Joint Vocational School and the Financial Institution reasonable time to act upon it.

NAME	DATE
SIGNATURE	<b>A sample voided check and/or form completed by bank with savings account information must accompany this application.</b>