

HORTONVILLE AREA SCHOOL DISTRICT

Business Office
246 N. Olk St.
P.O. Box 70
Hortonville, WI 54944-0070
920/779-7907 FAX 920/779-7908

DIRECT DEPOSIT PAYROLL SYSTEM

The Hortonville Area School District uses a direct deposit system (electric funds transfer (EFT)) for making payroll payments. As an employee of the School District of Hortonville, you will receive an advice of deposit slip on the 15th and 30th of each month. On the pay date, your earned salary amount will automatically be deposited into your individual bank account.

In order to set up the direct deposit with your bank, the following information is needed:

Your bank name _____

Your bank address _____

Your bank telephone number _____

Please select one: _____ **START EFT** _____ **CHANGE EFT**

Effective date of change: (Effective date of change should be at least one week prior to the payroll date): _____

*Your bank routing number _____

*Your bank account number _____

Please deposit my earning into my _____
(Please check one) (savings) (checking)

*These numbers can be found at the bottom of your checks of deposit slips. Your bank routing number will be on the bottom left and your personal account number will be in the middle on the bottom. If you wish, you may attach one of your bank deposit slips to this form and we will get the account number information needed.

Signature

Name (print)

Date