

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 for making payroll payments. As an employee of the Hortonville Area School District, you will receive advice of deposit slip on the 15th & 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 _____

*Your bank routing number _____

*Your bank account number _____

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

*These numbers can be found at the bottom of your checks or 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 a voided check (or savings deposit slip) to this form and we will get the account number information needed.

Signature