TECUMSEH PUBLIC SCHOOLS
EMPLOYEE AUTHORIZATION FOR DIRECT DEPOSIT (NEW OR CHANGE)

I,_____, authorize Tecumseh Public Schools, the financial institution(s) listed below, and First Federal Bank to deposit my pay automatically to my checking account(s) and/or savings account(s) each payday. First Federal Bank is also authorized to make adjusting entries to correct errors. This authority will remain in effect until I have cancelled it in writing.

Your Authorizing Signature	Social Security Number	Date

1. If you wish to have your net pay deposited to one account at one institution, please complete the "Primary Account" section only and **attach a deposit slip.**
2. If you wish to have your pay split between two accounts or institutions, you must also complete the "Secondary Account" section and attach a second deposit slip. This choice would be for a set amount of money to be deducted each pay and deposited to the "Secondary Account." If for some reason your net pay was not sufficient to cover the dollar amount selected for your "Secondary Account," your net pay would be deposited solely to your "Primary Account."

PRIMARY ACCOUNT

Your Financial Institution Name _____ Account Number _____

ABA Routing Number _____

Address _____ Checking Account or Savings Account (Please circle selection)

City _____ State _____ Zip _____ Financial Institution Telephone Number _____

SECONDARY ACCOUNT

Your Financial Institution Name _____ Account Number _____

ABA Routing Number _____

Address _____ Checking Account or Savings Account (Please circle selection)

$_____ Dollar Amount To Be Deposited

City _____ State _____ Zip _____ Financial Institution Telephone Number _____