Herscher C.U.S.D. #2

501 N Main Street - PO Box 504
Herscher Illinois 60941

ACH Participant (DIRECT DEPOSIT) Authorization Form

Authorization Agreement for Preauthorized Payments – ACH Credits

I hereby authorize Herscher School District #2, to initiate credit entries for _____, and initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated below and the depository named below, hereinafter called depository, to credit and/or debit the same to such account. A separate form must be used for each account.

Depository Name: _____

Depository Address: _____

City, State, Zip: _____

Depository Routing Number: _____

Account Number: _____

Account Type (Check One): Checking _____ Savings _____

Amount to be Deposited: Account #1 – Please deposit $_____ or 100%_____

Account #2, #3, and so on. Please fill out a separate form with the correct account information.

Please deposit $_____ or 100% of remaining amount.

This authority is to remain in full force and effect until HSD#2 has received written notification from me of its termination in such time and in such manner as to afford HSD#2 and depository a reasonable opportunity to act on it.

Email Address: _____

Printed Name: _____

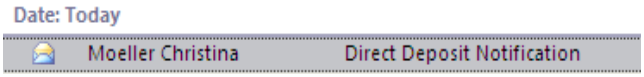
Signature: _____

Date: _____

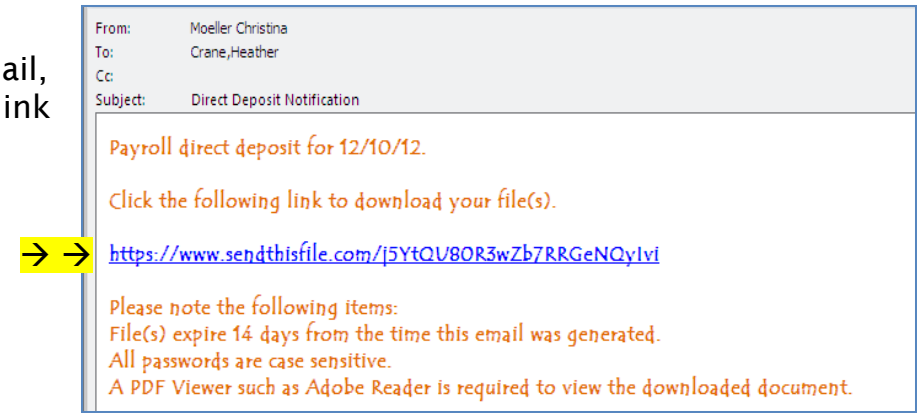
A voided check (for checking) or a deposit slip (for savings) MUST be attached.

Direct Deposit Voucher by Email

1. You will receive an email from Payroll



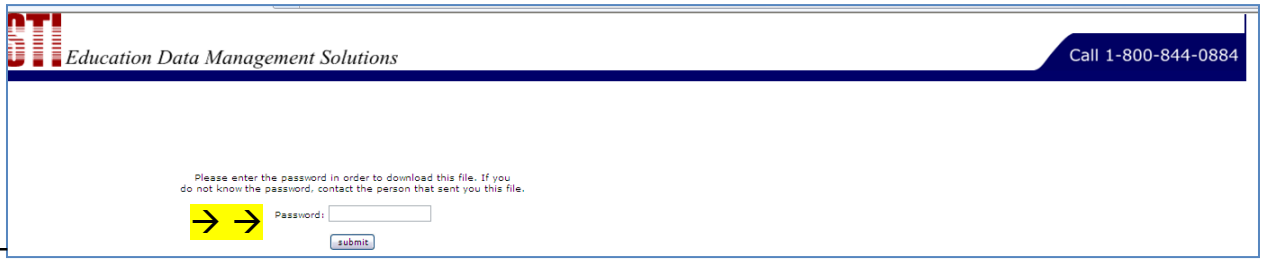
2. When you open email, CLICK on the blue link



3. Enter your password

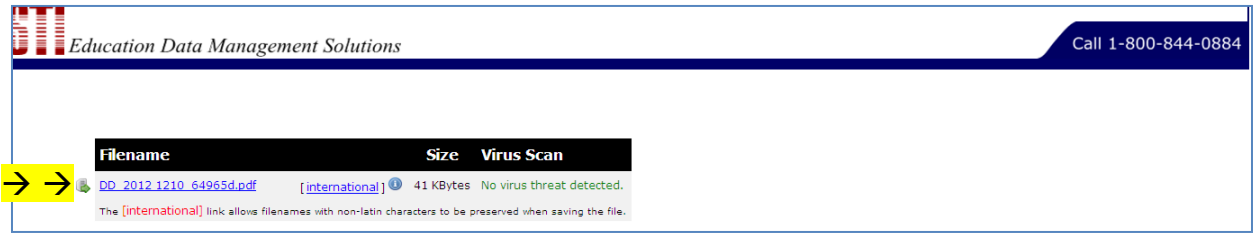
last 4 digits of your SSN

& Click SUBMIT



4. Direct Deposit Voucher will appear as BLUE link.

CLICK ON LINK

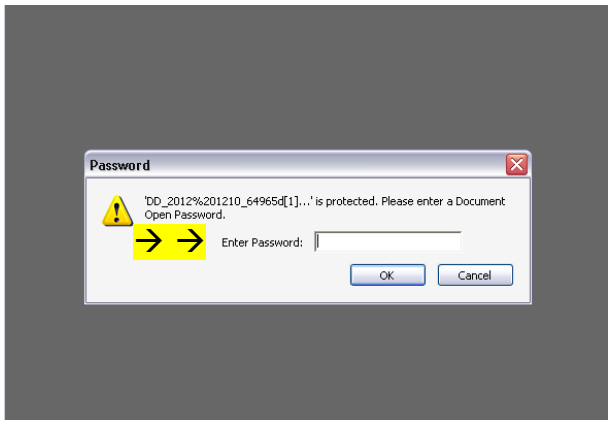


5. OPEN

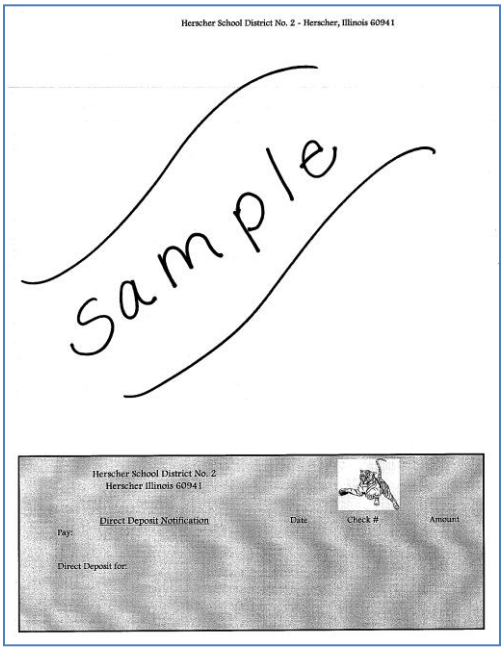
6. Enter password ***again***.

last 4 digits of your SSN

CLICK OK



7. Your Pay Stub!



Important Note:

Links can only be opened twice in a 14 day period then it **EXPIRES!**

You will want to 'Save As' while opened to a secure file.