

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 *(Employee Printed Name)* _____, 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.

Bank Name: _____

Bank Address: _____

Bank City, State, Zip: _____

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: **X** _____

Printed Name: **X** _____

Signature: **X** _____

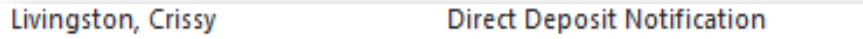
Date: **X** _____

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

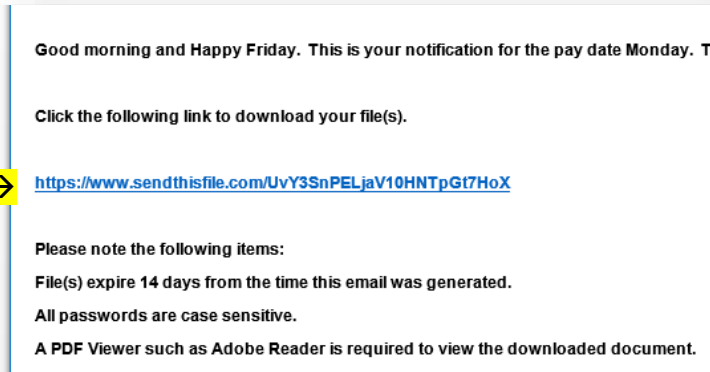
RETURN TO HEATHER / UNIT OFFICE

Direct Deposit Voucher by Email

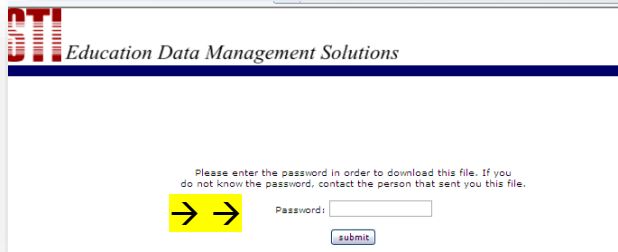
1. You will receive an email from our Payroll department



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



3. Your your password is the last 4 #s of your SSN then Click SUBMIT



4. Direct Deposit Voucher will appear as a BLUE link.



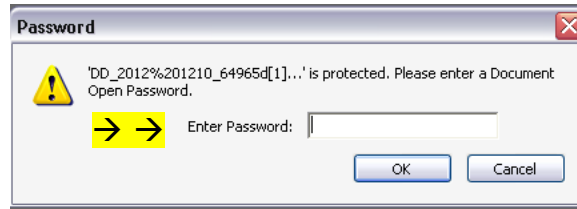
CLICK ON LINK

5. OPEN the file



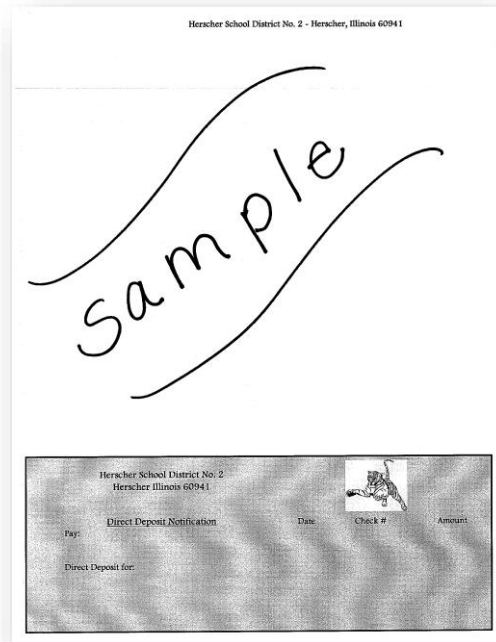
6. Enter password *again*.
(last 4# of your SSN)

CLICK OK



7. Your Pay Stub
will then
open

Once open, SAVE the file
for future reference.



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.
This will allow you to securely access this file
beyond the 14 days.