

Johnston Community School District
PO Box 10
Johnston, IA 50131
Phone: 515/278-0470

Payroll Direct Deposit

I authorize you and the financial institution named on the voided check below to automatically deposit my net pay to my account (this includes my authorization to you to reverse any entries made in error). This authority will remain in effect until I give my written notice to cancel it.*

Type of Account: _____ Checking _____ Savings

Name: _____

Employee Id or Social Security No.(last four): _____

Signature: _____ Date: _____

**Please direct all questions concerning direct deposit to
Payroll at 515-278-0470.**

**Staple blank CHECK here marked VOID.
Check must contain your bank routing # and your account #**

OR

***You may submit your bank routing # and account #
on bank letterhead**