



COSSA Human Resources Office
 109 Penny Lane, Wilder, ID, 83676
 (208) 482-6074 • Fax: (208) 482-7904
<http://www.cossaschools.org>

DIRECT DEPOSIT AUTHORIZATION

Use this form to add or change a direct deposit. A direct deposit requires net pay to be deposited into one account. Most financial institutions (banks) are set up to receive direct deposits. ***It is the employee's responsibility to make sure the financial institution will accept it.***

I hereby authorize Canyon-Owyhee School District, hereinafter called Employer, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries on error to my checking account and the depository named below, hereinafter called Depository, to credit and/or debit the same to such account (**circle one below**):

NEW ACCOUNT

CHANGE ACCOUNT

Depository (Bank) Name _____ Branch _____

Address _____

City _____ State _____ Zip _____ Phone _____

9 Digit Transit Routing No. _____ Account No. _____



Amount: \$ _____ or **Entire Paycheck**

This authority is to remain in full force and effect until the employer has received written notification from the employee of its termination in such time and such manner as to afford the employer and depository a reasonable opportunity to act on it. Deposits returned because of a closed account or incorrect information provided by the employee will result in the employee's pay being charged for any related bank charges and a delay in receiving their paycheck.

Employee Name _____ Signature _____

Date _____

Please return this authorization to: **COSSA Human Resource Office @ District Office**

MUST SUBMIT NO LATER THAN THE 5TH OF THE MONTH IT IS TO TAKE EFFECT.

IMPORTANT! CHECK TYPE OF ACCOUNT: () CHECKING () SAVINGS

PLEASE ATTACH A VOIDED CHECK HERE

(A voided check is required for verification of the account & routing number)