



**Northwest Regional ESD**  
**Direct Deposit Agreement Form (Employee)**

Employee ID # \_\_\_\_\_

**Form 41**

<b>First Name:</b>	<b>Last Name:</b>

<b>Type of Action</b> <input type="checkbox"/> New <input type="checkbox"/> Add/Change <input type="checkbox"/> Cancel <input type="checkbox"/> Use my Payroll Information
<b>Direct Deposit for:</b> <input type="checkbox"/> Payroll <input type="checkbox"/> Accounts Payable Payment <input type="checkbox"/> Both

**Authorization Agreement**

I hereby authorize **Northwest Regional ESD** to initiate automatic deposits to my account at the financial institution named below. **I understand that I will receive physical checks until the NWRES D receives confirmation of my account information from my financial institution.** I also authorize Northwest Regional ESD to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold Northwest Regional ESD responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing fund so to my account. This agreement will remain in effect until Northwest Regional ESD receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Fiscal Services Department.

**Primary Account Information**

<b>Name of Financial Institution:</b>	<b>Amount:</b>
<b>Type of Account:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

**Secondary Account Information**

<b>Name of Financial Institution:</b>	<b>Amount:</b>
<b>Type of Account:</b> <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

**Signature**

<b>Authorized Signature (Primary):</b>	<b>Date</b>
<b>Authorized Signature (Joint:)</b>	<b>Date</b>

**PLEASE TAPE VOIDED CHECK HERE**

**PHYSICAL VOIDED CHECK OR BANK DOCUMENT MUST BE TURNED IN WITH THE FORM OR THE ACCOUNT WILL NOT BE SET UP. DEPOSIT SLIPS ARE NOT ADEQUATE.**

We will not deposit funds into any account that the employee is not listed as an owner (ie. name imprinted on voided check)