

Snyder Independent School District  
2901 37th  
Snyder, Texas 79549  
325-574-8906

## DIRECT DEPOSIT AUTHORIZATION

TO SIGN UP FOR DIRECT DEPOSIT: Employee complete Section 1 and section 2.

### SECTION 1: EMPLOYEE INFORMATION

NAME OF EMPLOYEE (Last, First, Middle Initial)

SOCIAL SECURITY NUMBER

ADDRESS (Street, P.O. Box)

Telephone Number

CITY

STATE

ZIP CODE

I certify that I have read, understood and hereby authorize my paycheck to be electronically deposited with the financial institution named below, in the following designated account. This authorization will remain in effect until the district has received written notification from me that it is to be terminated in such time and manner for the district to act on it.

EMPLOYEE SIGNATURE

X

DATE

### SECTION 2: FINANCIAL INSTITUTION INFORMATION (*ATTACH VOIDED CHECK*)

NAME OF FINANCIAL INSTITUTION

TYPE OF ACCOUNT

☐ CHECKING

☐ SAVINGS

STAPLE VOIDED  
CHECK

Complete and return this form to the Payroll Office