

475 East Waterfront Drive
Homestead, PA 15120
(412) 394-5700
www.aiu3.net



Educational Opportunities • Innovative Solutions • Leadership Excellence

DIRECT DEPOSIT FORM

Name: _____ Employee ID#: _____

Check One:

- I would like the *entire* amount of my pay check deposited in to one account.
- I would like my pay check deposited into my checking *and* savings accounts. (If you request a deposit for both checking and savings, indicate a fixed amount for one of the accounts. The balance of your net pay will be deposited into the other account.)

Fixed amount of \$ _____ to be deposited in to my (check one):

- Checking Account
- Savings Account

Bank Name: _____ Bank Name: _____

Routing Number: _____ Routing Number: _____

Checking Account #: _____ Savings Account #: _____

I authorize the Allegheny Intermediate Unit to deposit my earnings into the bank account(s) specified above and, if necessary, to electronically debit my account to correct erroneous entries. I certify my account(s) allow these transactions. Furthermore, I certify that the above listed account number accurately reflects my intended receiving account. I agree that direct deposit transactions I authorize comply with all applicable laws. My signature below indicates that I am agreeing that I am either the accountholder or have the authority of the accountholder to authorize the Allegheny Intermediate Unit to make direct deposits into the named account.

Signature

Date

Attach a blank check with "VOID" written across the front in the space below:

[Attach blank check here]

Void

For questions regarding this form, please call 412.394.6756. Print, sign, date, and complete form and, along with a voided check, return to: Allegheny Intermediate Unit, Attn: Human Resources, 475 East Waterfront Drive Homestead PA 15120