

SOUTHERN OREGON EDUCATION SERVICE DISTRICT

101 NORTH GRAPE STREET • MEDFORD • OR • 97501

**AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS  
(ACH CREDITS)**

Contact your financial institution to verify the Transit/ABA number, and your checking or savings account number. **Please note, the information that you give to the Southern Oregon ESD will determine where your net check is deposited.**

I hereby authorize Southern Oregon ESD to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my  Checking **OR**  Savings Account (**select one**) each payday. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U. S. law.

STAPLE VOIDED CHECK HERE

OR

STAPLE VERIFICATION OF

SAVINGS ACCOUNT NUMBER

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This authority is to remain in full force and effect until Southern Oregon ESD has received written notification from me of its termination in such time and in such a manner as to allow Southern Oregon ESD and my financial institution a reasonable amount of time to act on it. **(If you close your checking/savings account, you must notify the Southern Oregon ESD Employee Specialist immediately. Failure to do so will mean a delay in receiving your paycheck.)**

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
(Please print)

SIGNATURE \_\_\_\_\_

**This form must be received by Employee Services no later than the last day of the month, to be in effect for the following payday.**