/ **FORM PR95**
Revised 7/1/2007 /

KCTCS
Authorization Agreement for Direct Deposit

KCTCS requires mandatory direct deposit of payroll checks and reimbursements for employees. Employee payments will be directly deposited in the personal bank account(s) you specify.

Payroll proceeds will be distributed to all accounts indicated below. Due to the nature of reimbursements, they will be deposited to the account listed below with the highest percentage. If only one account is listed below all proceeds will be deposited to this account.

Direct deposit service is available to financial institutions that are members of the National Automated Clearing House Association (NACHA). Your bank or credit union should be able to verify their membership in the NACHA. Setting up direct deposit takes only three simple steps:

1. Complete the authorization agreement listed below.
2. **ATTACH A VOIDED CHECK FOR ALL ACCOUNTS YOU SELECT**.
3. Forward this agreement to your local payroll department representative.

Employee Name _____ **Employee ID Number** _____

Action (check one) New Enrollment ____ Change in Accounts _____ Stop Direct Deposit _____
Additional account/add to existing accounts _____

Direct Deposit # 1 Bank Name/Address _____

Routing Number _____ Account Number _____

Savings ___or Checking ____(check one) Percent of pay _____ OR Dollar amount _____

Action (check one) New Enrollment ____ Change in Accounts _____ Stop Direct Deposit _____
Additional account/add to existing accounts _____

Direct Deposit # 2 Bank Name/Address _____

Routing Number _____ Account Number _____

Savings ___or Checking ____(check one) Percent of pay _____ OR Dollar amount _____

I hereby authorize KCTCS to deposit my net pay and/or reimbursement of expenses to my account(s)at the financial institution(s) indicated above. I also authorize withdrawal transactions from my account in the event of an overpayment or erroneous deposit.

_____ _____
Employee Signature Required Date

FOR ADDITIONAL ACCOUNTS PLEASE USE AN ADDITIONAL FORM
PLEASE READ THE DIRECTIONS ON HOW TO COMPLETE THE DIRECT DEPOSIT FORM