

**Authorization Agreement for Direct Deposits (ACH Credits)**  
**Custer School District #16-1/Company ID Number: 46-6001309**

I hereby authorize Custer School District #16-1, hereinafter called the COMPANY, to initiate credit entries to my account(s) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account.

**Please attach a VOIDED check Or Photocopy of a Check to this agreement.**  
Deposit slips DO NOT always have the correct numbers

**MAIN ACCOUNT**

(The full amount or balance of your deposit will go into this account.)

DEPOSITORY NAME \_\_\_\_\_

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_

This account is (circle one)     checking             savings

**SECOND ACCOUNT (OPTIONAL)** You may designate a fixed amount to be deposited into a second account, such as a savings account, each month.

DEPOSITORY NAME \_\_\_\_\_

CITY \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

ROUTING NUMBER \_\_\_\_\_

ACCOUNT NO. \_\_\_\_\_ AMOUNT \_\_\_\_\_

This account is (circle one)     checking             savings

This authorization is to remain in full force and in effect until COMPANY has received written notification from me of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME \_\_\_\_\_

(Please print clearly)

DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

Please return to the Business Office by the 15th of the month.

## Employee Direct Deposit Paystub and Tax Document(s) Email Authorization

### Consent for electronic delivery of Federal Tax Documents and Direct Deposit Paystub:

I hereby authorize the Custer School District to submit my pay stub to my E-mail address provided below. I understand I will receive this email version of my pay stub in place of the paper version. I also understand that this E-mail address will continue to be the address until the Custer School District Business Office receives WRITTEN notice from me of a change of electronic mail address. Receiving an electronic version of my pay stub will remain in effect until the Custer School District Business Office receives WRITTEN notice from me that I choose to receive a paper version of my pay stub.

Electronic W2s will be sent to the official school email address provided to you by the employer and/or another email address you designate before January 31 of each calendar year as required by the IRS. If applicable paper copies will be distributed (postmarked) by January 31 of each calendar year, as required by the IRS. Note: if incorrect address information be provided by the employee the employer is not responsible. In addition, the employer is not responsible for any delay/errors in delivery by the USPS. Consent to receive your W2 electronically can be withdrawn by providing written notice to the employer. Withdrawing consent must be done prior to December 31 and is applicable only to W2s not yet issued. The option to receive a W2 electronically is valid for the duration of your employment unless revoked by you, you are no longer employed by the District, or if this service is no longer supported in a future tax year. Even if you have consented to receive your W2 electronically via electronic mail, you may still request a paper copy of your W2 by contacting the Business Office. Request for a paper copy in this manner does not withdraw your consent for electronic only delivery. A copy of your W2, even when only provided in electronic format, should be printed for personal record keeping by following the instructions in the "Printing a W2" topic in the Help File. For any additional questions, please contact the Business Office.

Employee Name (Please print) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Email Address \_\_\_\_\_

Date \_\_\_\_\_

**Note:** All employees also have the option to view/receive their tax documents via Web Link. If you do not know how to access Web Link contact the business office and instructions will be provided.