# The Mohawk Trail Regional School System

Mohawk Trail Regional School District | Hawlemont Regional School District
Rowe School District

24 Ashfield Rd. Shelburne Falls, Massachusetts 01370 Ph: (413) 625-0192 x12 Fax: (413) 625-0196
Michael A. Buoniconti, Superintendent of Schools Joanne Blier, Business Administrator


## AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL CHECKS

Consistent with the agreement in the current contracts with the Teachers' Associations, the Payroll department is able to offer a direct deposit benefit to all employees. You may deposit your net check either to a checking account or a statement savings account with any financial institution you wish (0provided your facility is capable of receiving electronic transfers). It must be the entire net check to one account.

Please complete the form below and return it to the Payroll Department for processing.

**A BLANK CHECK MARKED "VOID" MUST BE SUBMITTED WITH THIS FORM**

. . . . . .

I authorize the Mohawk Trail Regional School District/Hawlemont Regional School District and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my:

___Checking account _____ statement savings account

each pay period. This authority will remain in effect until I have cancelled it in writing.

_____
DATE

_____ _____
FINANCIAL INSTITUTION NAME (PLEASE PRINT)

_____ _____
ADDRESS OF BANK ACCOUNT NUMBER

_____ _____
CITY STATE SIGNATURE

_____ _____
TRANSIT ROUTING NUMBER ACCOUNT NUMBER INFORMATION