

# Electronic Deposit of Paychecks

Great Prairie AEA employees are required to have their paychecks electronically deposited to their bank account each month.

Employees receive a paystub listing pay received, any withholding, and the amount of the transfer to their account. Please list the email address that you wish to have your paystub sent to:

\_\_\_\_\_.

Complete the authorization on the bottom portion of this page, attach the applicable document showing your account number and bank routing number and return it to the Business Office by the 21<sup>st</sup> of the month prior to when your electronic deposit will begin.

Contact Shelby Taylor in the Business Office if you wish additional information.

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## Deposit of Net Pay

I authorize Great Prairie AEA to deposit my net pay directly into my specified bank account(s). I would like it deposited each month as follows:

\_\_\_\_\_ (Bank Name) \_\_\_\_\_ (Checking/Savings) \_\_\_\_\_ (Amount/Percent/Balance)

\_\_\_\_\_ (Bank Name) \_\_\_\_\_ (Checking/Savings) \_\_\_\_\_ (Amount/Percent/Balance)

\_\_\_\_\_ (Bank Name) \_\_\_\_\_ (Checking/Savings) \_\_\_\_\_ (Amount/Percent/Balance)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_