



# COOK COUNTY SCHOOL DISTRICT 130

## *Human Resources Department*

12300 S. Greenwood Avenue  
Blue Island, IL 60406

Telephone: (708) 385-6800  
Facsimile: (708) 385-8467

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### **ACH Credit/Debit Authorization Form**

Re: Direct Deposit of Payroll Earnings

I hereby authorize Cook County School District 130 to initiate entries to my checking/savings account (one account only) at the financial institution listed below and if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until Cook County School District 130 is notified by me, in writing, to cancel it in such time as to afford Cook County School district 130 and the financial institution a reasonable opportunity to implement the cancellation.

#### ***To Be Completed by Employee:***

Employee's Name (Print): _____
Employee's Address: _____ _____
Employee's Social Security Number: _____ - _____ - _____
Employee's Signature: _____ Date: _____

#### ***To Be Completed by Employee's Financial Institution:***

Name of Financial Institution: _____
Branch of Financial Institution: _____
Financial Institution Address: _____ _____
Financial Institution Phone Number: _____
Name of Official: _____ Signature of Official: _____
Deposit 100% into Checking/Saving Account Number: _____
Financial Institution Routing Number: _____

#### **Attach Voided Check or Deposit Ticket**

**If any change occurs in the financial institution, the account number, or the routing number, a new form must be completed by the employee and submitted to Cook County School District 130.**