

Form to be used only if account is different than Payroll account

Official Use Only

Changed by : \_\_\_\_\_

Audited by : \_\_\_\_\_



**OAK RIDGE SCHOOLS  
DIRECT DEPOSIT ENROLLMENT FORM  
ACCOUNTS PAYABLE PAYMENTS**

Authorized Agreement for Automatic Deposits (ACH) Credits

**OAK RIDGE SCHOOLS**

**ID #62-6014956**

I authorize Oak Ridge Schools to electronically deposit payments (mileage, travel, invoice payments, etc.) **into the bank account that is provided on this form.**

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Bank Transist/ABA Number (Routing Number)

\_\_\_\_\_  
Employee's Bank Account Number

**Please attach a copy of a voided check or Direct Deposit Authorization from your bank.**

If monies to which I am not entitled are deposited into my account, I authorize Oak Ridge Schools to direct the financial institution to return said funds. This authority will remain in effect until revoked by me in writing.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date