



**EXCALIBUR**  
**Charter School District**

**Employee Direct Deposit Enrollment Form**

To enroll in Direct Deposit, simply fill out this form and return to the District Office, Attention Payroll. Attach a voided check for each checking account – not a deposit slip. If depositing a savings account, ask your bank to give you the routing/transit number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

**Important! Please read and sign before completing and submitting.**

I hereby authorize Planet Payroll to deposit any amounts owed me, as instructed by my employer, by initiating credit entries to my account at the financial institution (hereafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by Planet Payroll to my account. In the event that Planet Payroll deposits funds erroneously into my account, I authorize Planet Payroll to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Planet Payroll and Bank have received written notice from me of its termination in such time and in such manner as to afford Planet Payroll and Bank reasonable opportunity to act on it.

Employee Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

**Account Information**

The last item must be for the remaining amount owed to you. To distribute to more accounts, please complete another form.

1. Bank Name/City/State:

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or \_\_\_\_\_% or  Entire Net Amount

2. Bank Name/City/State:

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or \_\_\_\_\_% or  Entire Net Amount

3. Bank Name/City/State:

Routing/Transit #: \_\_\_\_\_ Account Number: \_\_\_\_\_

Checking  Savings  Other I wish to deposit \$ \_\_\_\_\_ or \_\_\_\_\_% or  Entire Net Amount