

PAYROLL & MILEAGE DIRECT DEPOSIT AUTHORIZATION FORM

Prairie Lakes AEA offers direct deposit for your payroll and mileage check. To properly activate this service with your financial institution, we need a voided check for checking or a deposit slip for savings. This will allow us to deposit directly into your account on payday. The agency encourages employees to use direct deposit for payroll and mileage. PLEASE NOTE: If you choose not to direct deposit your payroll or mileage check and receive a paper check, the check will not be mailed until one day before payday. There will not be any exceptions and no one will be able to get the paycheck prior to payday. If a payroll or mileage check is lost in the mail, we will not issue a 2nd check until 10 working days after payday.

Please attach or enclose your documentation that will allow us to set up your file and return it to the Prairie Lakes AEA Business Office, 1235 5th Ave. South, Fort Dodge, IA 50501. If you have any questions, please contact Brenda Hebert at 515-705-7141.

All mileage and payroll stubs for direct deposit will be emailed to you. Direct deposit paper stubs will not be mailed. All stubs will be emailed via your AEA 8 email address unless you noted below.

Email Address: _____ Date _____

I (we) _____ hereby authorize Prairie Lakes AEA to initiate deposits into my account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION. All electronic deposits of payroll must comply with the provisions of U.S. law.

_____ Payroll check only Direct Deposit

_____ Mileage check only Direct Deposit

_____ Both checks Direct Deposit

(Financial Institution Name)

(Branch)

(Address)

(City/State)

(Zip)

(Routing Number)

(Account Number)

Type of account: _____ Checking _____ Savings

Please attach a copy of voided check for checking or deposit slip for savings

Information contained in the email sent to you regarding your payroll stub and mileage stub is intended for the recipient only. Prairie Lakes AEA is not responsible for unintended or unauthorized viewing of this information by individuals other than the recipient.

This authorization is to remain in full force and effect until Prairie Lakes AEA has received written notification from me of its termination in such time and in such matter as to afford Prairie Lakes AEA a reasonable opportunity to act on it.