

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724
Phone 570-673-6001
Fax 570-673-6007
www.iu17.org

**PARTICIPATION – DIRECT DEPOSIT
CHECKING & SAVINGS ACCOUNT**

With Direct Deposit, your paycheck will be deposited directly into your checking or savings account. You will receive your payroll stub in the mail.

The authorization form (below) is to be completed and returned to this office.

This authorization form gives BLaST Intermediate Unit #17 authority to deposit your pay to your checking account or savings account or both.

All you need to do is:

1. Fill in your name, bank name and location, date, and savings or checking account.
2. Attach a voided check or deposit ticket for each account for verification of all financial institution information. If you are unable to attach a voided check, please fill in your account number/s and transit number/s.

Note: Be sure to sign the form!

EMPLOYEE'S AUTHORIZATION – DIRECT DEPOSIT

I authorize BLaST Intermediate Unit #17 to deposit my pay automatically to my checking or savings account each payday. This authority will remain in effect until I have cancelled it in writing.

Checking or Savings		
Employee Name (Print)		
Employee SS#		
Bank Name		
Bank Branch		
City		
Bank Account Number		
Transit Routing Number		
Amount of Deposit		

Date _____ Signature _____

(Please allow two weeks for the Pre-notification Process)