

KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT

Human Resources Department
 1500 Colvin Blvd., Buffalo, New York 14223-1196
 Phone 716-874-8400/Fax 716-874-8546

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize the Kenmore-Town of Tonawanda Schools, hereafter called DISTRICT, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) account or accounts listed below.

This authorization shall remain in full force and effect until the District has received written notification from me of its termination in such time and in such manner as to afford the District a reasonable opportunity to act on it and in no event shall such termination be effective with respect to entries processed by the District prior to receipt of notice of termination.

In the event of an error in the credit entry, the correction of which requires that a reversing (debit) entry be made, I hereby authorize the Depository Institution to initiate such a debit entry in the amount of the error in my account after prior verbal notification of such reversal. I understand that if such debit is created, I shall receive notification from the District, including reasons.

The undersigned hereby agree(s) that all entries initiated hereunder are to be governed in all respect by the rule of the National Automated Clearing House Association and agree(s) to be bound thereby.

ADD/Change/ Delete Bank	Financial Institution Name City/State	*Transit/RTN#	Account #		Type of Account
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	1) _____ _____				<input type="checkbox"/> Chk <input type="checkbox"/> Sav
<input type="checkbox"/> New		**Percentage	%	**Amount	\$
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	2) _____ _____				<input type="checkbox"/> Chk <input type="checkbox"/> Sav
<input type="checkbox"/> New		**Percentage	%	**Amount	\$
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	3) _____ _____				<input type="checkbox"/> Chk <input type="checkbox"/> Sav
<input type="checkbox"/> New		**Percentage	%	**Amount	\$
<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	4) _____ _____				<input type="checkbox"/> Chk <input type="checkbox"/> Sav
<input type="checkbox"/> New		**Percentage	%	**Amount	\$

* Nine digit number that appears on the left hand bottom of a check or deposit slip. You should also check with your financial institution for the correct routing transit number (RTN).

** This is where you designate either a percentage of pay, a fixed amount or balance of check. Percentage must add up to 100%.

EMPLOYEE'S NAME _____ ID# _____

(Please Print)

EMPLOYEE'S SIGNATURE _____ DATE _____