

Lake County Educational Service Center

382 Blackbrook Rd Painesville, Oh 44077
(440) 350-2563 Fax (440) 350-2566

Direct Deposit Agreement Form

Authorization Agreement

I hereby authorize the Lake County Educational Service Center (LCESC) to initiate automatic deposits to my account at the financial institution named below. I also authorize the LCESC to make withdrawals from this account, after notification of employee, in the event that a credit entry is made in error.

I agree not to hold the LCESC responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

I further agree to make any changes to this agreement via a submission of a new Direct Deposit Agreement form to the Payroll Department. This agreement will remain in effect until employment is terminated with the LCESC.

Account Information

1. Name of Financial Institution: _____

Routing Number: _____ Amount: _____

Account Number: _____
Checking Savings

2. Name of Financial Institution: _____

Routing Number: _____ Amount: _____

Account Number: _____
Checking Savings

3. Name of Financial Institution: _____

Routing Number: _____ Amount: _____

Account Number: _____
Checking Savings

Email Address for Electronic Direct Deposit Notices

LCESC email address: _____

Signature

Authorized Employee Signature: _____ Date: _____

Employee Name (Please Print) : _____

Please attach a voided check (or copy) and return this form to the Payroll Department.