

**ATHENS AREA SCHOOLS
ATHENS, PENNSYLVANIA 18810**

DIRECT DEPOSIT INSTRUCTIONS

The following instructions pertain to the completion of the attached form for direct deposit:

- NAME OF BANK:** Enter the name of your financial institution here.
- CITY LOCATION:** Enter the city in which your bank branch is located.
- TRANSIT ROUTING #:** Please attach an original or copy of a deposit slip or voided check for your account.

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BANK CODE: Enter 22 for Check Account
Enter 32 for Savings Account

BANK ACCOUNT NUMBER: Enter the Account Number for the account.

AMOUNT OF DEPOSIT: Enter the amount that you want deposited into your account.

NOTE: TO DEPOSIT THE ENTIRE CHECK AMOUNT – The amount of deposit must be ZERO and a “Y” must be entered in the Deposit Check Field.

DEPOSIT CHECK? Leave this field BLANK if only depositing a portion of the check.
Enter a “Y” for YES if entire check is to be deposited into the checking account.

NOTE: If depositing a portion of the check in one account and the balance of the check in another account, Bank Code #1 must show the Partial Deposit Amount and Bank Code #2 must show Deposit Check as “Y” for YES.

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BANK CODE 2: Enter 22 for Checking Account
Enter 32 for Savings Account

BANK ACCOUNT NUMBER: Enter the Account Number for the account.

AMOUNT OF DEPOSIT: Enter the amount that you want deposited into your account.

NOTE: TO DEPOSIT THE REMAINING CHECK AMOUNT – The amount of Deposit must be ZERO and a “Y” must be entered in the Deposit Check Field.

DEPOSIT CHECK? Leave this field BLANK if only depositing a portion of the check.
Enter a “Y” for YES if remaining check amount is to be deposited into the savings account.

NOTE: If depositing a portion of the check in one account and the balance of the check in another account, BANK CODE #1 must show the Partial Deposit Amount and the Bank Code #2 must show Deposit. Check as “Y” for YES.

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ATHENS, PENNSYLVANIA**

DIRECT DEPOSIT

BANK ACCOUNT INFORMATION

EMPLOYEE NAME: _____

BANK NAME: _____

CITY LOCATION: _____

TRANSIT ROUTING #:

.....

BANK CODE 1:

BANK ACCOUNT NUMBER: _____

AMOUNT OF DEPOSIT: ,

TRANSIT ROUTING #:

.....

BANK CODE 2:

BANK ACCOUNT NUMBER: _____

AMOUNT OF DEPOSIT: ,

DEPOSIT CHECK (Y - YES) _____

TRANSIT ROUTING #:

Signature

Date

(PLEASE ATTACH A DEPOSIT SLIP OR VOIDED CHECK HERE)