



**BROWN COUNTY EDUCATIONAL SERVICE CENTER  
TREASURER'S OFFICE**

**DIRECT DEPOSIT EMPLOYEE AUTHORIZATION**

All information on the DIRECT DEPOSIT SIGN-UP SHEET is required and is confidential. The information will be used to process payment data from Brown County Educational Service Center to the financial institution and /or its agent.

The agreement represented by this authorization remains in effect until any changes are properly submitted to the district treasurer. All employees shall have the option to enroll in direct deposit or to cancel direct deposit with adequate notice to the Treasurer's office.

It is the responsibility of the employee to obtain and submit the information necessary to process a direct deposit. Any changes made regarding the account your payroll check will be deposited into must be communicated to the Treasurer's office in writing by completing a new Authorization Agreement and must be received 30 working days prior to the effective pay date.

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I authorize the direct deposit of my payroll and, as indicated above, hereby submit an authorization agreement that indicates the account I wish to have my pay directly deposited into by Brown County Educational Service Center. I understand that it is my responsibility to notify the Treasurer of any changes to this account that will affect my direct deposit at least 30 working days prior to the effective pay date as stipulated above. I also understand that I can cancel direct deposit by notifying the Treasurer at least 30 days prior to the effective pay date.

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Employee Signature

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Date

Form #2 attached Section B must be completed by your financial institute.

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ATTACH VOIDED CHECK HERE

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Date Received: