

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

EMPLOYEE NAME \_\_\_\_\_ EMPLOYEE ID NUMBER \_\_\_\_\_

I (we) hereby authorize **Manchester Community Schools**, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) \_\_\_\_\_ Checking \_\_\_\_\_ Savings account (select one) indicated below and the depository name below, hereinafter called Depository, and to credit and/or debit the same to such account.

DEPOSITORY NAME \_\_\_\_\_ BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA NO. \_\_\_\_\_ ACCOUNT NO. \_\_\_\_\_

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME(S) \_\_\_\_\_ ID NUMBER \_\_\_\_\_  
(Please Type or Print)

DATE \_\_\_\_\_ SIGNED X \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED X \_\_\_\_\_