**Authorization for Direct Deposit**

Circleville City Schools is hereby authorized to direct deposit funds for non-payroll checks. This will include reimbursements of supplies, tuitions, mileage, etc to my checking or savings account.

The treasurer’s office will use the existing account that you have for your payroll direct deposit. Once set-up, all reimbursements hereafter will be direct deposited.

Employee’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_