



Building Bridges to the Future

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DIRECT DEPOSIT

*Make your life just a little bit easier,
have your paycheck in the bank before you eat lunch on payday.*

I _____ authorize the Riverview School District to initiate deposits and, if necessary, adjusting entries, to my (our) choose one:

CHECKING ACCOUNT OR SAVINGS ACCOUNT

BANK NAME _____ BRANCH _____

CITY _____ STATE _____ ZIPCODE _____

ATTACH A VOID CHECK TO THIS FORM. HANDWRITTEN ACCOUNT NUMBERS WILL NOT BE ACCEPTED. FOR SAVINGS ACCOUNT DEPOSITS, A DEPOSIT SLIP WITH PREPRINTED ACCOUNT INFORMATION IS ACCEPTABLE.

This authority is to remain in full force and effect until the Riverview School District has received written notification from me of its termination in such time and in such manner as to afford a reasonable opportunity to act on it.

Please note:

- The first pay cycle will be a trial run with the bank, you will need to pick up your check at your work location or the district office. (Substitute checks are mailed)
- The second pay cycle, and all future pay cycles thereafter, funds will be electronically transferred to your account and you will receive a pay stub verification of deposit.
- This form must be submitted to payroll by the 10th of the month to begin the process.

SIGNATURE _____ DATE _____

*The Riverview School District, as an extension of the greater community, and working in tandem with the family, will educate all children to become responsible citizens with a passion for learning, a foundation of skills, knowledge and experience;
and with the creativity and resiliency to thrive in a dynamic world.*