

**Conneaut Area City Schools  
Treasurer's Office  
400 Mill St., Suite B  
Conneaut, OH 44030  
440-593-7223**

Direct Deposit Instructions

Employee's Name (please print): \_\_\_\_\_

**New Deposit**

Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking  (attach a voided check)                      Savings

Amount that should be deposited into account. If this is your entire check after deductions, put 100%

\$ \_\_\_\_\_

**Change in Deposit**

Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Checking  (attach a voided check)      Savings

Previous Amount Deducted: \$ \_\_\_\_\_

New amount that should be deposited into account. If this is your entire check after deductions, put 100%

\$ \_\_\_\_\_

Signature: \_\_\_\_\_

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

This change will be made within the next two pay periods after receiving this form.