

**Authorization for Direct Deposit  
Midlothian ISD**

I hereby authorize the Payroll Department of Midlothian ISD to directly deposit my monthly payroll check via electronic means to the checking and/or savings account(s) below. I authorize credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error. I have **attached** a voided check for each account that will utilize direct deposit of these payroll funds.

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

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

**Primary Account Information:**

Banking Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Name on Account: \_\_\_\_\_

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

Type of Account: (circle)    Checking    Savings

**Secondary Account Information:**

Banking Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\$\_\_\_\_\_ of my payroll check is to be deposited in the following secondary account each month.

Name on Account: \_\_\_\_\_

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

Type of Account: (circle)    Checking    Savings

.....  
.....

**Attach Voided Check Here  
(do not attach a deposit slip)**

**Direct Deposit of Advice notices may be viewed at:**

<https://skyweb.midlothian-isd.net/scripts/cgiip.exe/WService=wsFin/seplog01.w>

**or use the following shortcut:**

**MISD web page/click on "Staff"/Employee Access**

**District e-mail Address if applicable:** \_\_\_\_\_

**Personal e-mail address if no MISD e-mail address is available:** \_\_\_\_\_