



Mid-Valley Special Education Cooperative

1304 Ronzheimer Avenue, St. Charles, IL 60174

331-228-4873 Fax: 331-228-4874

Serving the children and families of the Batavia, St. Charles, Geneva, Kaneland and Central community School Districts

DIRECT ELECTRONIC DEPOSIT (DED)

We can electronically deposit your net paycheck into a clearing account at our lead bank (Harris Bank – St. Charles) and our lead bank electronically transfers your money to your checking or savings account at the bank of your choice:

Some of the advantages of DED are:

1. Your money automatically arrives in your bank account on scheduled paydays. (You will receive your check stub for information).
2. You don't have to go to the bank to make a deposit.
3. If your check is mailed, you don't have to wait for the mailing or risk having it lost in the mail.
There is a 10 business day wait to re-issue your check if it is lost in the mail.

If you would like to take advantage of DED, please complete the accompanying form. The information on the form is self-explanatory, but please be very complete. If there is more than one name on the account, please list all names and be sure to have each person sign the form. If you choose to have your money deposited to your checking account, please be sure to attach a voided check from your checkbook. Your checks from your checking account have electronically coded numbers on the bottom such as the Transit/ABA number and account number.

The Transit/ABA number is the routing number which electronically identifies your bank. This number is the first set of numbers found on the bottom of your check. The second set of numbers is your account number, and the third set is the check number.

If you choose direct deposit into a savings account, please attach a savings deposit ticket. Savings deposit tickets generally do not have electronically coded numbers; therefore, it may be necessary for you to call your bank for the Transit/ABA number.

Please send your complete form to the Business Office. When we receive your completed form, we will start the process with the banks. Prior to your first check being transferred by DED, you will receive confirmation of the start date.

If you have any questions, please contact Sue Caddy in the Business Office at 331-228-5973.



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Employee Authorization Agreement for Direct Deposit

You must PRINT all information, except signatures

Employee Name: _____ Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number :(____) _____

I (we), the undersign, hereby authorize the Mid Valley Special Education Cooperative, hereinafter called **Company**, to initiate credit entries to my (our) [Select one only] **0 Checking or 0 Savings** account listed below and the Participating Financial Institution named below to credit the same to such account:

INSTITUTION: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____

TRANSIT/ABA # _____ ACCOUNT # _____

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** a reasonable opportunity to act on it.

NAME(s) ON ACCOUNT: _____

SOCIAL SECURITY NUMBER ON ACCOUNT: _____

DATE: _____ SIGNED: _____

SIGNED: _____

IMPORTANT: You must attach a voided check if you select CHECKING account or **attach a voided Savings Deposit ticket** if you selected SAVINGS. Failure to attach requires document will cause your request for Direct Deposit to not be processed.