

**Webster Groves School District
Webster Groves, Missouri**

DIRECT DEPOSIT

Name _____

School/Location _____ **Date** _____

I authorize the Webster Groves School District to deposit my paychecks directly to the bank account shown on the photocopy of my check below. The account numbers have been verified with my bank.

**Attach photocopy of your check here.
(No deposit slips, please.)**

The Payroll Office must have this information 5 business days before the pay date. A valid check will be issued on that pay date. Direct Deposit will be in effect the following pay date and you will receive a "Non-Negotiable" voucher.

Notify the Payroll Office of any changes in writing immediately. Please call 918-4017, if you have any questions.