

Bullard Independent School District
1426 B South Houston Street
Bullard, TX 75757
Phone: 903-894-6639
Fax: 903-894-9291

DIRECT DEPOSIT ENROLLMENT FORM

Bullard ISD has a mandatory direct deposit policy. Direct deposit allows the employee to automatically deposit their payroll check to the financial institution of their choice electronically. The money will be deposited into your account on the same date that you would normally receive your paycheck. The employee can view a voucher in lieu of a paycheck in TruTime (substitutes and crossing guards will receive a voucher in the mail). All information printed on a regular check stub will appear on the voucher (this includes wages, deductions, and sick leave balances). Please complete the information below and return this form with a voided check to Stephanie Yates at BISD Administration PO BOX 250, Bullard, TX 75757.

***PLEASE PRINT ALL INFORMATION**

Employee Name: _____

Social Security Number: _____

Bank Name: _____

Bank's Address: _____

City, State & Zip _____

Bank's Phone Number: _____

Routing Number: _____

(This number is preprinted at the bottom of your check in the left corner.)

Account Number: _____

This is a (circle one): **Checking** **Savings**

Month/year to begin direct deposit _____

Special Deposit Instructions: _____

Signature: _____ **Date:** _____