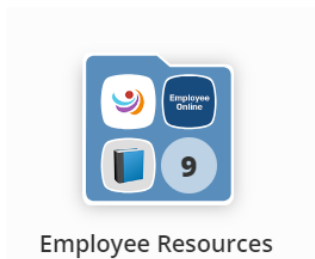


How to change your direct deposit in Records

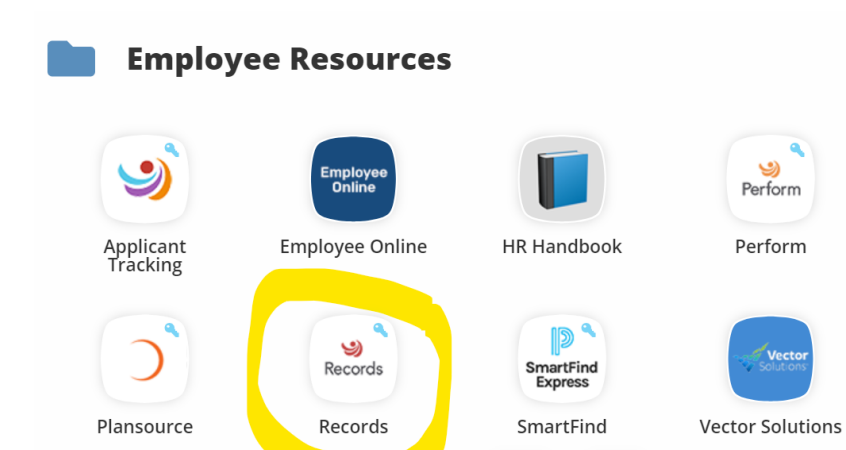
First go to classlink



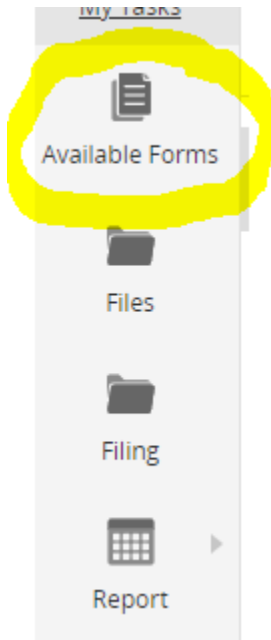
Then find the employee resources folder



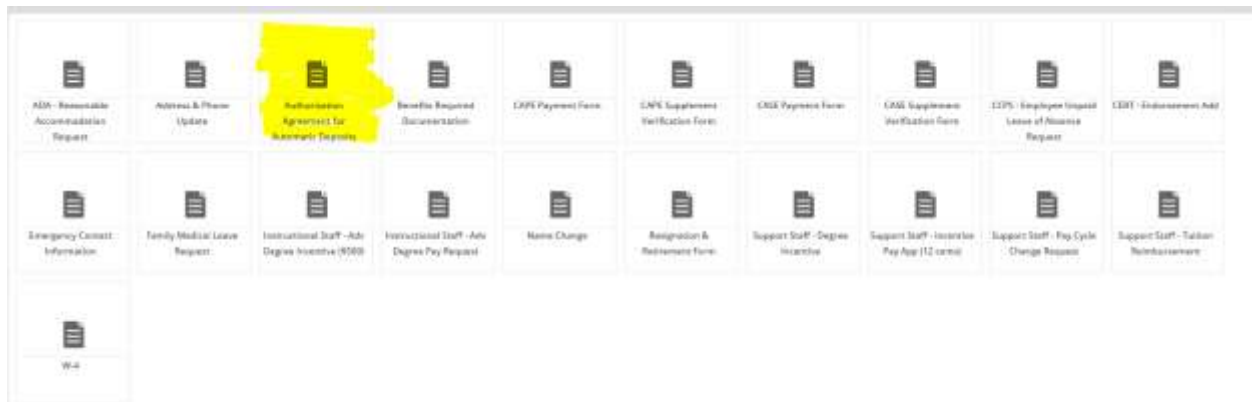
Go to Records



In records click on Available Forms



Find the Authorization Agreement for Automatic Deposits



Click Yes

A document already exists in this sleeve.
If you add a new document, the current document will be archived.
Do you want to add a new document?

Complete the Authorization Agreement for Automatic Deposits

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

XXX-XX-XXXX or XXXXXXXXX

Choose One *

- New Authorization
- Change of Authorization
- Payroll
- School/Dept.

You must choose one of the following pay options: *

- Direct Deposit (information must be filled in below)
- Pay Card (for information click on the link below)

If you are interested in the Pay Card option review the following document.

[Pay Card Information.pdf](#)

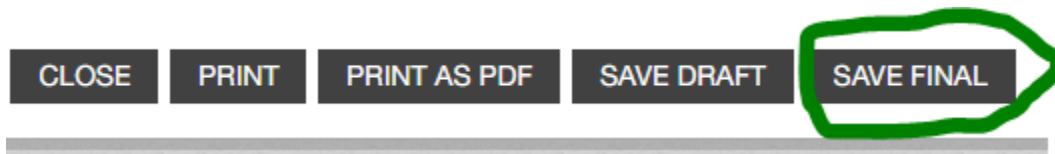
PRIMARY ACCOUNT

Type of Account

Financial Institution Name

Financial Institution Address

When complete



This completes the form and it will be sent to payroll for processing.