

MEMO

TO: North Conejos School Staff

From: Rick Ivers, Superintendent *RI*

RE: DIRECT DEPOSIT FOR MONTHLY PAYROLL CHECKS

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The direct deposit option for your payroll check is being offered during the 2009/2010 school year. If you are interested in having your payroll check deposited directly please fill in bank name, sign, date and attach deposit slip. If you are not interested please put N/A in bank name, sign, date and return, **please complete the following information and return it to Gale at the Central Office** If you already have direct deposit and have no changes, this does not apply to you.

Please indicate on the line below, the bank you will use for your direct deposit, sign your name and date.

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Signature/Date

**PLEASE ATTACH A DEPOSIT SLIP WITH YOUR ACCOUNT NUMBER**