

Official Use Only

Changed by : \_\_\_\_\_

Audited by : \_\_\_\_\_



**OAK RIDGE SCHOOLS  
DIRECT DEPOSIT ENROLLEMENT FORM  
ACCOUNTS PAYABLE PAYMENTS**

Authorized Agreement for Automatic Deposits (ACH) Credits

**OAK RIDGE SCHOOLS**

**ID #62-6014956**

I authorize Oak Ridge Schools to electronically deposit reimbursement payments (mileage, travel, etc.) **into the bank account that is on file for my payroll direct deposit** payments.

If monies to which I am not entitled are deposited into my account, I authorize Oak Ridge Schools to direct the financial institution to return said funds. This authority will remain in effect until revoked by me in writing.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date