



Direct Deposit Authorization

Check one Tutor Manager Staff Executive

- All payments to you from Brilliance Academy will be deposited into the same account at your financial institution.
- Verify with your financial institution on your paydate that your direct deposit has gone into effect—the institution name may not appear on your earnings statement.
- Verify the status of your direct deposit record if you have been off the payroll for more than twelve (12) months. Check with your staff payroll office to make sure of your status.
- If you are only changing departments, you do not need to complete a new form.
- Allow up to 2 weeks for processing this request.

Check one of the following: <input type="checkbox"/> Start <input type="checkbox"/> Stop <input type="checkbox"/> Change				Effective Date: <input type="checkbox"/> As Soon As Possible <input type="checkbox"/> Future Paydate ____/____/____			
Name (Last, First, Middle Initial)						Title	
Financial Institution Name (Bank, Savings Institution, Credit Union, etc.)							
Social Security Number						Account Number	
Type of Account <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market Checking <input type="checkbox"/> Money Market Investment (Submit an ACH form from your broker)							
I authorize Brilliance Academy of Math and English to direct deposit funds to my account in the financial institution listed above. If funds to which I am not entitled are deposited in my account, I authorize Brilliance Academy to initiate a correcting (debit) entry. I understand that the authorization may be rejected or discontinued by Brilliance Academy at any time. If any of the above information changes, I will promptly complete a new authorization agreement. If the direct deposit is not stopped before closing an account, funds payable to me will be returned to Brilliance Academy for distribution. This will delay my check.							
Date (Mo/Day/Yr)		Employee Signature				Daytime Phone Number	
Home Address: Street		City			State		Zip Code
Email Address:							

If you select to have your payment sent to your:

- **Checking account:** For verification purposes, if you would like to please attach a voided check to the bottom of this form.
- **Savings account:** Contact your financial institution to obtain its transit routing number.
- **Financial brokerage firm:** Attach a copy of the firm's direct deposit instructions/application information to this form.

PLEASE ATTACHED A VOIDED CHECK TO THIS FORM – DEPOSIT SLIPS WILL NOT BE ACCEPTED

For verification purposes,
please attach a voided
check or photocopy of a
check for checking
account.

**DO NOT ATTACH
A DEPOSIT SLIP.**

**Return this form to the
Payroll Office.**

**Brilliance Academy
1007 Waukegan
Northbrook, IL 60062**

John Smith
Mary Jones
1000 Prairieview Lane
Anyplace, WI 54321

VOID

PAY TO THE
ORDER OF _____ \$ _____

_____ DOLLARS

ANYOLD BANK
Anyplace, WI 54321

For _____

|:250250025 |: 20202008611 1234

Routing Number Account Number

15-000000000

1234

**Do not include
the check number.**