

# Fairborn City Schools

306 E. Whittier Avenue  
Fairborn, Ohio 45324  
937.878-3961  
Fax: 937.879.8180  
boe@fairborn.k12.oh.us



Superintendent: **Dave Scarberry**  
Treasurer/CFO: **Eric Beavers**  
Student Services/Personnel: **Gary Walker**  
Business Affairs/Personnel: **Ed Gibbons**  
Curriculum: **Brad Silvus**  
Public Relations/Grant Writer: **Pam Gayheart**

## Authorization Agreement for Non-Payroll Payments via Direct Deposit

### Employee:

I, \_\_\_\_\_ (Employee Name – PRINTED), authorize FAIRBORN CITY SCHOOLS to initiate entries to the account and institution indicated below:

Name of Financial Institution: \_\_\_\_\_

Institution Transit Routing Number: \_\_\_\_\_

Account Number to Receive Payment: \_\_\_\_\_

Account Type:        \_\_\_ Checking  
(Please Indicate One)    \_\_\_ Savings

Direct deposit notice should be emailed to: \_\_\_\_\_

**\*\*If selecting a checking account, please attach a copy of a voided check for verification purposes\*\***

### Term and Conditions:

Fairborn City Schools will initiate payment based upon the following:

1. Electronic fund transfer will be made to the financial institution and account number listed above.
2. We will make payments in accordance with the National Automated Clearinghouse Association's Corporation Trade Payments Rules.
3. Fairborn City Schools is responsible for payment until the time that your financial institution receives payment as mentioned in item #2. After that time, Fairborn City Schools is not responsible for any loss unless the loss is due to sole negligence of Fairborn City Schools or its originating bank.

In the event your payment is not received as described in the aforementioned, Fairborn City Schools should be contacted immediately so appropriate action can be taken to rectify the problem.

4. In the event that the banking institution is notified by Fairborn City Schools that funds have been deposited to my account in error, I authorize the banking institution to return the funds to Fairborn City Schools.
5. This authorization shall remain in effect until superseded.

By signature, you agree to the terms and condition of the electronic funds transfer (EFT) payments for Fairborn City Schools as indicated and that the information provided is true, complete and accurate.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date