



101 WEST CENTER STREET, LOGAN, UT 84321
WWW.LOGANSCHOOLS.ORG

P 435 755 2300
F 435-755-2311

Payroll Direct Deposit Bank Designation

Logan City School District uses a direct deposit method for payroll compensation. Net pay is deposited into a bank account of the employee's choice on the 25th of each month. The information below is required to process your direct deposit payments:

Employee's Name: _____
 First Middle Last Maiden

Social Security Number: _____ - _____ - _____

Bank or Credit Union Name: _____

Bank or Credit Union Address: _____
 Street City State Zip Code

For Direct Deposit purposes please indicate:

___ Checking account: Account Number: _____

___ Savings account: Account Number: _____

You must provide PROOF of this account. Please attach a voided check or account verification.

Employee's Signature

Date

Please note: Bank designation can be changed anytime upon written notification to the District's Payroll Department, 101 West Center, Logan, UT 84321, at least five days prior to payday.

Please return this form to the Department of Human Resources
at the Logan City School District Office.