

Clovis Municipal Schools



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Rhonda Seidenwurm, Ph.D., Superintendent
Ladona Clayton, Deputy Superintendent
Jim McDaniel, Assistant Superintendent of Personnel
Michael L. Erwin, Assistant Superintendent of Finance

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MEMORANDUM

TO: Clovis School Employees

FROM: Cindy Belew
Payroll Department

RE: Payroll Direct Deposit

As a benefit to employees, the Clovis Schools offer direct deposit of payroll checks. To receive this benefit, complete the attached authorization form and return to the payroll department at the School Administration Office no later than the first day of the month you want the benefit to start.

This is offered on a voluntary basis. If you accept and send this authorization to the payroll office, you cannot cancel until June 30th of each year.

You may sign up at anytime during the school year.

If you have questions, please contact Cindy Belew, Head Payroll Clerk at the School Administration building.

Last Name

First Name

DIRECT DEPOSIT . . . FAST, SAFE, AND CONVENIENT AUTHORIZATION AGREEMENT FOR AUTOMATED PAYROLL DEPOSITS

AUTHORIZATION:

I hereby authorize and request the CLOVIS MUNICIPAL SCHOOLS to initiate deposit entries and upon notification to me (the employee), initiate withdrawal entries and adjustments for any deposits in error to the appropriate account and the financial institution indicated below, hereinafter called FINANCIAL INSTITUTION, all deposits and withdrawals will occur from this account.

This authority is to remain in full force and effect until the CLOVIS MUNICIPAL SCHOOLS and FINANCIAL INSTITUTION receive written notification from me of its termination in such time and in such manner as to afford CLOVIS MUNICIPAL SCHOOLS and FINANCIAL INSTITUTION a reasonable opportunity to act on it. **I understand such termination of direct deposit is only allowed in June, which ends the contract year, unless there are extenuating circumstances approved by Finance.**

EMPLOYEE INFORMATION:

COMPANY/EMPLOYER NAME: CLOVIS MUNICIPAL SCHOOLS	
Social Security Number:	Employee's Name (Please Print):
Employee's Financial Institution:	Financial Institution's 9 digit Transit Routing Number:
Employee's Checking or Savings Account #	Circle Type of Account: <div style="display: flex; justify-content: space-around; width: 100%;"> Checking Savings </div>
Employee's Signature:	Date:

****VOIDED CHECK (NO DEPOSIT SLIPS) MUST BE ATTACHED FOR ACCURACY****