



Save Time with Electronic Depositing

With electronic depositing, you will no longer have to wait for your check to come in the mail. Your money will be deposited, at the bank or credit union of your choice, on Friday morning of each payroll. You will receive a remittance form detailing your payroll information. Just think, no more waiting in line, venturing out on snow days, and you don't have to leave your lawn chair in the summer to pick-up your check!

If you are interested in having your net check, and/or an allotted amount, deposited into a bank or credit union of your choice, please complete this form.

(Please Print)

Name of Employee: _____

Name of Financial Institution: _____

Routing Number of Financial Institution: _____

Checking or Savings (Please Circle One)

Account Number: _____

Signature: _____ Date: _____

Please attach a copy of a voided check to this form

Houghton Lake Community Schools is an equal opportunity employer who will not discriminate based on gender/sex, race, religion, color, age national origin, disability, height, weight, or any other status covered by federal, state or local law in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Superintendent at Houghton Lake Community Schools, 6001 W. Houghton Lake Dr., Houghton Lake, Michigan 48629 or call (989)366-2035.