

Employee Web Portal Acknowledgement & Direct Deposit Authorization

Employee Name (Please Print) _____

Street Address _____

City/State/Zip _____

As an employee of Radnor Township School District, I have been informed that my wage, benefit and attendance information is accessible via the Employee Web Portal located within the District website: www.rtsd.org. This information includes W-2 and 1095-C forms that are made available annually within the established federal timelines. Documents can be printed by me as necessary, using my personal computer and printer or a designated kiosk made available by my employer. It is my responsibility to retrieve my W-2 and 1095-C forms from the Employee Web Portal annually. Unless I notify the Radnor Township School District Business Office in writing by December 1st of each year that I only want to receive a paper copy via US Mail, the Employee Web Portal will be the designated location of my W-2 and 1095C forms.

Initials _____

Authorization Agreement for Automatic Deposits

All newly hired employees are required to enroll in Payroll Direct Deposit.

Check all that apply: New Change Split Direct Deposit

I hereby authorize Radnor Township School District to directly deposit my pay in the bank account(s) listed below in the amount/s specified. I have attached a voided check or deposit slip for each account specified below. This authorization is to remain in force until the company has received written authorization from me of its termination or change.

Additionally, I grant Radnor Township School District the right to correct any Electronic Funds Transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.

Primary Depository for Net Pay: Checking [22] Savings [32]

Depository Name _____

Account # _____ 9-Digit ABA # _____

Secondary Depository for Split Direct Deposit: Checking [22] Savings [32]

Fixed Amount Each Pay Period: \$ _____

Depository Name _____

Account # _____ 9-Digit ABA # _____

Signature _____ Date _____