

First Lutheran Church & School

1104 N. 4th Street Ponca City, OK 74601
GROW at FIRST



First Lutheran Church
580-762-1111
Principal David Birnbaum
580-762-9950
School Fax 580-762-4243

FIRST LUTHERAN CHURCH & SCHOOL

Payroll Direct Deposit Enroll-Cancel Form

Employee Name		SSN
Home Address, Including Street, City, State, and Zip Code		
Work Phone	Home Phone	
Email Address		

OPTION 1: Direct deposit my entire net paycheck into the following account:

Financial Institution	Account Number	Checking OR Savings (Circle one)
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I authorize First Lutheran Church & School to initiate credits to the above designated financial institutions. This authorization is to remain in full force and effect until I revoke it in writing. By signing this authorization, I understand all of the following:

- I must *attach a voided check(s)* (NOT A DEPOSIT SLIP)
- I must notify FLCS payroll department immediately of any account changes or closures. NOTE: Failure to notify the payroll department of changes to your bank account may delay receipt of your paycheck.)
- If my employment status is inactive in excess of 6 months, I understand that my direct deposit deduction may be terminated and I must contact FLCS payroll department to obtain direct deposit reinstatement information.

Signature of Employee	Date	Savings Institution's Phone Number
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Cancellation of Direct Deposit

Please cancel the direct deposit authorization with the following financial institution(s):

Financial Institution(s)	Account Number/USE Member Number

Effective date of cancellation: _____

Signature of Employee	Date
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For Payroll Dept. Use Only

Dir. Dep. Routing No.	Prenote Date	Account Number	Code	Effective Payroll
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C=Checking S=Savings

Growing up, Reaching Out, and Walking together with Jesus at First Lutheran Church & School.

"Like new born babies, crave pure spiritual milk, so that by it you may grow up in your salvation, now that you have tasted that the Lord is good." 1 Peter 2:2-3

