

**CREDIT UNION OF TEXAS**  
**PAYROLL DEDUCTION AUTHORIZATION**

**Instructions**

1. Name should correspond to school's records.
2. Employee ID # will be used instead of Social Security #
3. Fill in the amount of deduction you wish to be taken from EACH CHECK, and the date of the payroll that you want your deduction to start.
4. Date and sign
5. Contact Credit Union to set up distributions for your deduction.

Name of Employee \_\_\_\_\_  
Last First MI

Employee ID # \_\_\_\_\_

Savings Account # \_\_\_\_\_

Bank Transit/ACH # 311079306

Start/Stop Deducting \$ \_\_\_\_\_ Each Check

Change Present Deductions From \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Beginning \_\_\_\_\_, and deposit the same in the Credit Union of Texas.  
**This authorization supersedes any previous authorization and is to remain in effect until written notification is made affecting a change.**

In the event that an error is made by my employer and an excess amount is deposited, which amount my employer seeks to reclaim, I authorize the Credit Union to debit my account for such amount and return it to my employer.

**This Authorization Supersedes Any Previous Authorization**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE NOTE**

**You are eligible for payroll deduction if you are currently a member of the Credit Union of Texas and have made arrangements with the Credit Union of Texas for payroll deduction. When you have completed the payroll deduction with the Credit Union of Texas, return this completed form to the MISD Payroll Department.**