



REEDSPORT SCHOOL DISTRICT 105

100 Ranch Rd. * Reedsport, OR 97467 * 541-271-3656 * www.reedsport.k12.or.us
Elementary School * 2605 Longwood Dr. * Reedsport, OR 97467 * 541-271-3616
Jr./Sr. High School * 2260 Longwood Dr. * Reedsport, OR 97467 * 541-271-2141

HOW DO I GET SET-UP FOR DIRECT DEPOSIT?

1st OPTION: District Direct Deposit Form and Voided Check

- ❖ The first item you will need is a Direct Deposit Form which can be located at any of the district buildings in the front office.
- ❖ The second item you will need is a Voided Check. Use a blue or black pen, write “VOID” in large letters, making sure to avoid covering the account and routing numbers at the bottom of the check.

2nd OPTION: District Direct Deposit Form and Bank Direct Deposit Form

- ❖ Many banks offer direct deposit forms that can be downloaded from your online banking account or can be requested at your branch.
- ❖ Log into your online banking account, go to the search bar and type in “Direct Deposit”. This will give you instructions to print a form with all the details the district needs from you account to begin receiving direct deposit.
- ❖ If you do not use online banking, this same form can be requested at your bank branch.

HOW DO I RECEIVE MY DIRECT DEPOSIT PAY STUB?

On the district direct deposit form you will indicate if you want your paystub emailed or sent through USPS (United States Postal Service).

- ❖ **1st OPTION:** If you have a district email (ending @reedsport.k12.or.us) then you are able to have your pay stub emailed to you. This will be the email address you include with the district form.
- ❖ **2nd OPTIONS:** If you do not want your paystub emailed to your district email address, you will need to have your paystub mailed to you through USPS. Please confirm your mailing address service.

HOW DO I FIND MY ROUTING AND ACCOUNT NUMBER?

- ❖ **ROUTING NUMBERS** are used to identify financial institutions. A routing number indicates a specific financial institution, as well as the geographic region of the country in which it is located. No two different banks can have the same routing number. The routing number is the first set of numbers that appear at the bottom of your check.
- ❖ **ACCOUNT NUMBERS** identify specific accounts at a financial institution. No two accounts at the same bank will have the same account number. The account number is the second set of numbers on your check.