

**RIDGEWOOD LOCAL SCHOOL DISTRICT
TREASURER'S OFFICE
301 S. OAK STREET
WEST LAFAYETTE, OH 43845
Phone 740-545-6454 Fax 740-545-6336**

Date: 7/31/2008

**To: Ridgewood Employees
Subject: Direct Deposit
From: Payroll Department**

We have the availability to offer you the choice of setting up your direct deposit to go to two accounts. The first account must have the full amount of your check deposited into it. The second account can have whatever fixed amount deposited you wish. The second account can also be to a different banking institute.

To implement this new resource you must fill out a new direct deposit authorization form. Also note that if you choose to implement this new option and change your existing account, you will receive a written check for the first pre-note run of your ACH Deposit.

If you have any questions please call Lori Statler or Karen Hicks at 740-545-6454.

Thank You

Karen Hicks
Payroll Clerk

Cc Lori Statler