



Mecosta-Osceola Intermediate School District

15760 190TH Avenue, Big Rapids, MI 49307 | 231.796.3543

VENDOR DIRECT DEPOSIT AUTHORIZATION

Please complete this form fully and accurately to ensure timely processing of direct deposits for approved reimbursements.

Employee Name: _____

Position: _____

Routing Number of Bank / Credit Union: _____

Account Number: _____

Account Type: Checking Savings

I hereby authorize the Mecosta-Osceola Intermediate School District to initiate credit entries and, if necessary, debit entries and adjustments for any credit entries in error to the depositories and accounts listed above.

Signature

Date

Completed forms should be sent to Michele O'Brien, MOISD Business Office Specialist via email at mobrien@moisd.org or through inter-school mail.