



**Mecosta-Osceola Intermediate School District**

15760 190<sup>TH</sup> Avenue, Big Rapids, MI 49307 | 231.796.3543

**DIRECT DEPOSIT AUTHORIZATION**  
**for Expense Reimbursement and Vendors**

Please complete this form fully and accurately to ensure timely processing of direct deposits for approved reimbursements. Payments occur on the 10<sup>th</sup> and 25<sup>th</sup> of each month.

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](mailto:mobrien@moisd.org) or through inter-school mail.