



## **LYSA**

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Web site: [www.lysa.org](http://www.lysa.org)  
E-mail: [office@lysa.org](mailto:office@lysa.org)

March 24, 2009

**Dear Referees,**

**We have been offered the opportunity to direct deposit your payments. Tony will make the form available on the web site. If you wish to participate, please complete the form, provide a voided check from the account you want to use and fax it or e-mail it to me at 859-223-864, [office@lysa.org](mailto:office@lysa.org). Or you can mail it to me:**

**Nina O'Leary  
3805 Hopemont Dr  
Lexington, KY 40514**

**This will make things easier for all of us and those with direct deposit will receive their compensation first.**

**If you are one of our younger referees and don't have a bank account, you might check with your parent(s) to see if they'd be willing to have the payments deposited into their account or ask them to help you open your own bank account.**

**Direct deposit is not mandatory however we are encouraging you to participate. Benefits to you – quicker access to your pay, no more dealing with lost or misplaced checks.**

**Please remember one very important piece of information – if you change banks or open a different account in your current bank, you will need to send me a new authorization form.**

**You can find a sample of the form as well as info about bank routing and account numbers on the web site.**

**Please let me know if you have questions: [olearylady@windstream.net](mailto:olearylady@windstream.net) or [office@lysa.org](mailto:office@lysa.org) or call me at 859-223-1454.**

**Thanks,  
Nina O'Leary  
Office Manager**

You can find the Bank Routing Number and your Checking Account Number within the string of numbers located at the bottom of one of your checks. Make sure you are using a check and **NOT** a deposit slip, since the numbers may not be the same. If your Account Number is not clearly recognizable, you can identify it by following the steps below.

The numbers at the bottom of your check include a 9-digit Bank Routing Number, your Account Number and the Check Number. You can find your Account Number through the process of elimination. It may be helpful to write the string of numbers down on a piece of paper first. When writing out your bank numbers, ignore any special characters that may look like this:

⌚ || ■ , ■ "

### Step 1: Find your Bank Routing Number

The first 9 numbers from the left at the bottom of your check are your Bank Routing Number. This number is always 9 digits. Circle these 9 digits.

TIP: Find the special characters shown at right. The **Bank Routing Number** is between these characters ⌚

### Step 2: Find the Check Number

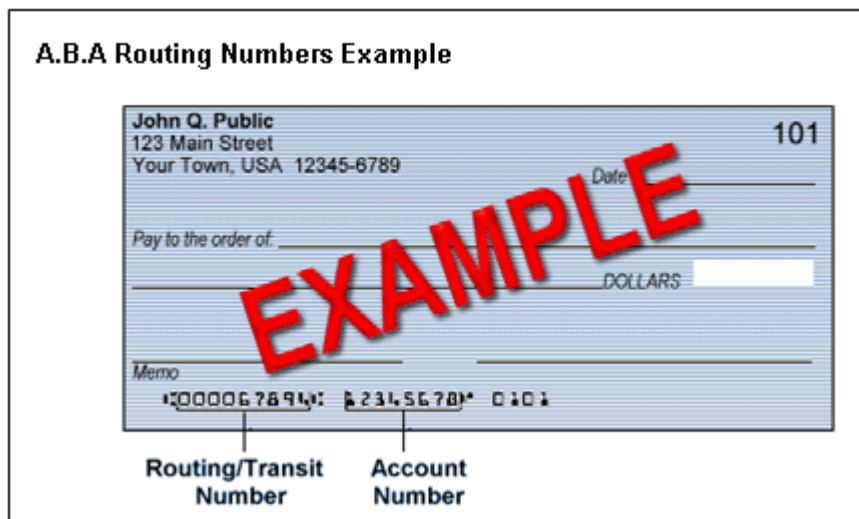
Locate the string of numbers at the bottom of your check that matches the Check Number in the upper right-hand corner. This number is usually 4 digits, and may include a zero as the first digit. Draw a line through these digits.

### Step 3: Identify the remaining numbers

The numbers that are left - those that are neither the Bank Routing Number nor the Check Number - are your Account Number.

NOTE: If you notice extra zeroes before or after your account number, please include them as part of your account number.

TIP: Find the special character shown at right. Your **Account Number** is directly to the left of this character || ■



DIRECT DEPOSIT FOR LYSA PAYMENT

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)**

PAYEE NAME Joe Referee

I (we) hereby authorize LEXINGTON YOUTH SOCCER ASSOCIATION, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our)  **Checking**  **Savings** account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY (BANK)

NAME Central Bank

BRANCH Tates Creek Road

CITY Lexington STATE KY ZIP 40502

TRANSIT/ABA NO.(ROUTING#) \_\_\_\_\_ (see following page for assistance)

ACCOUNT NO. \_\_\_\_\_ (see following page for assistance)

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME (S) Joe Referee (PLEASE PRINT)

DATE 1/5/2009

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

# DIRECT DEPOSIT FORM LYSA PAYMENTS

## AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

PAYEE NAME \_\_\_\_\_

I (we) hereby authorize LEXINGTON YOUTH SOCCER ASSOCIATION, hereinafter called COMPANY, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our) Checking Savings account (select one) indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY (BANK)

NAME \_\_\_\_\_

BRANCH \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TRANSIT/ABA NO.(ROUTING#) \_\_\_\_\_ (see following page for assistance)

ACCOUNT NO. \_\_\_\_\_ (see following page for assistance)

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

NAME (S) \_\_\_\_\_ (PLEASE PRINT)

DATE \_\_\_\_\_

SIGNED \_\_\_\_\_

SIGNED \_\_\_\_\_

LYSA 3/22/2009

Please

Fax to: 859-223-8643

Scan & E-mail to: office@lysa.org or olearylady@windstream.net

Mail to: OR  
Nina O'Leary, 3805 Hopemont Dr., Lexington KY 40514

Questions???? Call Nina O'Leary @ 859-223-1454 or e-mail at one the above E-mail addresses