

DIRECT DEPOSIT

1. Direct deposits may be started any month.
2. Your check can be deposited to any bank you choose.
3. You will receive a paper check after you submit The Authorization Agreement for Automatic Deposits form, with your voided check. It will change to direct deposit in the next payroll cycle.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Please fill out and return this form to your payroll department. Be sure to include a voided check below.

Name: _____

Employee ID Number: _____

Does your AP account (for any reimbursements) also need to be updated?

Name of your Bank/Financial Institution: _____

City: _____ State: _____

Account Number: Checking: _____
 ~ or ~
 Savings: _____

Routing Number: _____
(Confirm this number with your Financial Institution)

Email Address for Receipt of Notification will default to your Butts County School System email address (as applicable).

I authorize you and the Financial Institution listed above to deposit my net pay automatically to my account each payday, and to initiate adjustments, if necessary, for any entries made in error to my account. This authorization will remain in effect until I have cancelled in writing.

Signature: _____ Date: _____

ATTACH A VOIDED CHECK HERE