

DIRECT DEPOSIT AUTHORIZATION

1) Date: _____ Check one: () New Form () Change Form

2) Employee Name: _____

3) Employee Phone Number : _____

4) Employee ID# or SS#: _____

5) School/Department Name: _____

6) Bank Name: _____

7) Please Check one:

() Deposit into my checking account. *A voided check or document from your bank with your name, account type, routing and account number **MUST** be attached to this direct deposit authorization form. (No deposit/withdrawal slips accepted).*

() Deposit into my saving account. *A document from your bank with your name, account type, routing and account number **MUST** be attached to this direct deposit authorization form. (No deposit/withdrawal slips accepted.)*

() Deposit onto bank card. *A document from your bank with your name, account type, routing and account number **MUST** be attached to this direct deposit authorization form.*

I hereby authorize Cumberland County Schools to initiate direct deposit of my payroll checks to the account listed above. I understand this authorization applies to all payroll checks issued by Cumberland County Schools to me any time during the school year. **If I choose to change my account or my bank, it is my responsibility to notify payroll of such action, in order to prevent a delay in receiving my paycheck. For any change in your direct deposit, please complete a new Direct Deposit Authorization form.**

Employee Signature

Date

****Note****- Direct Deposit is **mandatory** for all Cumberland County School employees. Direct Deposit generally becomes effective with the **second** pay check issued after the direct deposit paperwork is received in the Payroll Office. Please verify your pay stub to ensure your paycheck was a direct deposit.