

HENDERSON COUNTY PUBLIC SCHOOLS

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY (DIRECT DEPOSIT)

Instructions: Complete all items and return to your school's Payroll Bookkeeper. The deposit information must be confirmed through the banking system before the first automatic deposit is made (i.e., the next paycheck after receipt of this form in the Payroll Department will be a check; the next paycheck after that will be your first Direct Deposit check.)

Social Security Number [Redacted]	First Name [Redacted]	MI [Redacted]	Last Name [Redacted]
Bank Name [Redacted]		Bank Location [Redacted]	

Type of Bank Account (Check One):

Checking: <input type="checkbox"/> Account #: [Redacted]	Savings: <input type="checkbox"/> Account #: [Redacted]
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Please complete the following **ONLY** if you are changing existing Direct Deposit information:

<i>If Changing Banks:</i> Previous Bank Name: [Redacted]	<i>If Changing Names:</i> Former Name: [Redacted]
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I authorize the Henderson County Public Schools to deposit my net pay to the account number and bank indicated and to initiate any necessary adjusting entries to my account for any transactions credited to it in error.

Employee Signature

Date

Please Attach a Voided Check for the Account to be Deposited in this Space Using Transparent Tape.