

DIRECT DEPOSIT FORM

I authorize Alleghany County Public Schools to directly deposit my payroll check into the checking or savings account indicated below. **A voided check must be attached to this form for a checking account.**

If funds to which I am not entitled are deposited to my account, I authorize Alleghany County Public Schools to direct my bank to return those funds.

Full Name (Please Print)

Bank Name & Address (Please Print)

Bank Routing Number

Account Number

Type of Account

Substitute and Other Non-regular Employees

In order to receive your direct deposit payroll statement each month, you must provide an email address to which you want it sent. It is your responsibility to notify the financial services office should you want your statement sent to a different email address. Paper copies of direct deposit payroll statements are not provided.

E-mail Address: _____

Regular Full and Part-time Employees

Direct deposit payroll statements will be sent to your Alleghany County Public Schools email address each month. Paper copies of direct deposit payroll statements are not provided.

If you opt to change banks, you must complete a new direct deposit form and submit to the financial services office before the 15th of the applicable month in order to ensure deposit into the proper account.

EMPLOYEE SIGNATURE

DATE

For Financial Services Office Use Only

Date Received: _____

Date Entered: _____