

# IREDELL-STATESVILLE SCHOOLS

## DIRECT DEPOSIT FORM

Direct deposit is mandatory for anyone employed on or after July 1, 2000. This form must be completed and returned to the personnel office within one month of employment. Paychecks will be held if this form is not received within 30 days of employment. Exceptions to this policy may be requested, in writing, to:

Melissa Wike, Finance Officer  
Iredell-Statesville Schools  
549 North Race Street  
Statesville, North Carolina 28677

Please complete the following information:

I, \_\_\_\_\_, on this date, \_\_\_\_\_,  
authorize the Iredell-Statesville Schools to deposit my salary check directly into my  
account with \_\_\_\_\_ Bank. I have attached a voided check from  
my checking account to give the Payroll Department my bank routing numbers.

**Place VOIDED Check Here**

**Do not cover the routing numbers on the check.**

**Note: This must be a checking account. We cannot deposit to a savings account.**

CHECKING \_\_\_\_\_

SAVINGS \_\_\_\_\_

Your first check, after submitting your Direct Deposit form, will be a pre-note. Pre-note is a process that verifies that a valid bank number has been entered into our computer system. When your money is deposited into your account, you will receive a yellow notification slip. Checks for miscellaneous amounts (supplements, longevity, etc.) are not usually Direct Deposit.

Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_