



Rankin County School District

TRADITION OF EXCELLENCE

RANKIN COUNTY SCHOOL DISTRICT DIRECT DEPOSIT AUTHORIZATION FORM

PLEASE CHECK ONE

New Enrollee Change Bank Account(s)

I authorize the Rankin County School District to deposit my net pay directly into the account(s) listed below and authorize the bank(s) listed below to credit the same to such accounts. I further authorize the Rankin County School District to initiate adjustments for any credit entries in error to the account(s) below and authorize the bank(s) listed below to credit and/or debit the same to such accounts.

MAIN DIRECT DEPOSIT ACCOUNT

Checking Savings

Depository/Bank Name

Bank Transit (Routing) No.

Account Number

ADDITIONAL DIRECT DEPOSIT ACCOUNT

Checking Savings

Depository/Bank Name

Bank Transit (Routing) No.

Account Number

Amount to be deposited

(RESIDUAL WILL BE DEPOSITED TO MAIN ACCOUNT)

AUTHORIZATION

Attach a VOIDED check for each checking account listed above.

Employee Name

Employee Signature

- -

Social Security Number

Date

School / Department

New Direct Deposit and/or any changes made to your existing Direct Deposit may result in a paper check the first month. All changes to Direct Deposit must be submitted to the Payroll Department ten working days prior to payday with the exception of the months of June and July in which special rules may apply. For these months, you will need to contact the payroll department for specific deadlines.