



Granville County
PUBLIC SCHOOLS
"Committed to Excellence and Achievement for All"

Authorization of Automatic Deposit of Net Pay

Instructions: Complete all items and return to the Payroll Office of Granville County Public Schools. The deposit information will be confirmed through the banking system before the first automatic deposit is made into your bank account. Payroll checks should be expected until you have received the initial notice of deposit.

Note: Be sure your attached cancelled check or direct deposit memo from your bank that contains both the bank transit-routing and your account numbers. If you change bank information in the future, you must notify us immediately in writing. Changes cannot occur during the last two weeks of the month.

Employee Number: _____

First Name _____ MI _____ Last Name _____

PRIMARY ACCOUNT-

| | | |
|-----------------------------------|-----------|----------------------------------|
| Bank Name: _____ | | |
| Routing Number: _____ | | |
| Account Number: _____ | | |
| <input type="checkbox"/> Checking | OR | <input type="checkbox"/> Savings |

SECONDARY ACCOUNT- (As applicable)

| | | |
|-----------------------------------|-----------|----------------------------------|
| Bank Name: _____ | | |
| Routing Number: _____ | | |
| Account Number: _____ | | |
| Set Dollar Amount: _____ | | |
| <input type="checkbox"/> Checking | OR | <input type="checkbox"/> Savings |

Note: You must enter a set dollar amount for secondary account. If you have signed up for the summer cash account through SECU you do not need to fill out secondary account information.

Employee Signature
 Revised 3-23-2021

Date