

# DIRECT DEPOSIT

All employees will receive pay through direct deposit as a condition of their employment. The Direct Deposit Agreement form **MUST** have a **VOIDED** check attached or it will not be processed. If you have a savings account, please attach a deposit slip with your account information on it. All completed forms must be turned into the Payroll Office.

A test run is required before your funds will be direct deposited. This may take several payroll periods before the process is complete. **Please check each payroll for verification that your check was direct deposited.**

All bank changes must be in writing. If your bank account is closed after Payroll has processed paychecks, it will take 3 to 5 business days for the funds to be returned to the School Board account and a check to be issued to you. Please make all changes by the date listed in the "Due in County Office" section of the Payroll Reporting Salary Schedule for that particular paycheck date.

**WAKULLA COUNTY SCHOOL BOARD  
PAYROLL DEPARTMENT  
DIRECT DEPOSIT AGREEMENT**

I hereby authorize and request the Wakulla County School Board to initiate credit entries and, if necessary, debit entries and adjustments for my credit entries in error, to my account at \_\_\_\_\_.  
This authorization is to remain in effect until withdrawn by me in writing with sufficient notice to the Wakulla County School Board to allow adequate time to effect termination.

---

Name of Payee

XXX – XX -

---

Payee Social Security Number (**last 4 digits only**)

---

**DIRECT DEPOSIT ACTION REQUESTED:**

\_\_\_\_\_ **Start**                      \_\_\_\_\_ **Change**                      \_\_\_\_\_ **Stop**

Checking\_\_\_\_\_                      Savings\_\_\_\_\_

---

Signature

Date

**Attach a VOIDED CHECK for checking accounts and a deposit slip for savings accounts. We will NOT process this request unless we have the proper documentation.**