

DIRECT DEPOSIT

ALL GALLATIN COUNTY SCHOOL EMPLOYEES ARE PAID THROUGH DIRECT DEPOSIT ONLY. BELOW PLEASE FILL OUT THIS DIRECT DEPOSIT SIGN-UP FORM. YOUR ROUTING NUMBER CAN BE FOUND ON YOUR CHECK ON THE LEFT HAND SIDE. IT WILL BE A 9 DIGIT NUMBER. YOUR ACCOUNT NUMBER WILL BE LOCATED AFTER THE SECOND SET OF COLONS. BE SURE NOT TO INCLUDE THE CHECK NUMBER.

YOU MUST NOTIFY THE PAYROLL OFFICER OF ANY CHANGES TO YOUR ACCOUNT AS SOON AS POSSIBLE. CHANGES MUST BE MADE PRIOR TO PAYROLL BEING GENERATED OR THEY WILL NOT BE EFFECTIVE UNTIL THE FOLLOWING PAYROLL.

PLEASE CHECK WITH YOUR BANK EACH PAYROLL TO VERIFY THAT YOUR PAYCHECK HAS BEEN DEPOSITED. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT LINDA CLARK AT 859-567-1824.

GALLATN COUNTY BOARD OF EDUCATION

PLEASE FILL IN THE FOLLOWING INFORMATION:

EMPLOYEE INFORMATION:

NAME _____

SOCIAL SECURITY NUMBER _____

BANK NAME _____

BANK ADDRESS _____

ROUTING # _____ ACCOUNT # _____

CHECKING _____ SAVINGS _____

PLEASE ATTACH A COPY OF A VOIDED CHECK IF POSSIBLE