

## Direct Deposit Enrollment

### *Benefits:*

**It's fast** -Your money will be deposited in your account on payday and available for you that morning. You do not have to worry about vacations, sick time or being just too busy.

**It's safe** -Your paycheck can not be stolen or lost.

**It's reliable** -You'll still get a pay stub to show your deposit that includes your deductions and amount of pay.

### *Enrollment:*

I authorize Butler County Board of Education to credit my account for direct deposit. I also authorize Butler County Board of Education to debit my account for any correction that may need to be made in an event there is an error. I also understand it is my responsibility to immediately notify in writing Butler County Board of Education Finance Department for any changes I make with my bank account. I have attached a copy of a voided check or provided savings account information to ensure that there is not a delay in processing my payroll.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please complete the following:

**Name of Bank:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

\_\_\_ **Checking**    *or*    \_\_\_ **Savings**