

(STAPLE VOIDED CHECK)

**ONslow COUNTY SCHOOLS
PAYROLL SERVICES**

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY

INSTRUCTIONS:

- Complete ALL items and return this form to the Payroll Department.
- **Please staple a pre-printed voided check, a computer generated printout from your bank, or a letter from your bank with the Routing Number and the Account Number.**
- Sign and Date this form.
- The deposit information will be confirmed through the banking system before the first automatic deposit is made.
- You should expect to receive payroll checks until your direct deposit has become effective, which could take up to two pay cycles.
- All changes to ACH bank information will require you to present your government issued photo identification to a Central Office Payroll or other official authorized employee. ACH changes will **NOT** be accepted by drop-off, email or interoffice mail.

LAST FIVE (5) OF SS#	LAST NAME	FIRST & MIDDLE NAME

BANK NAME	ACCOUNT TYPE (PLEASE SELECT ONE)	EMPLOYEE'S PHONE NUMBER
	<input type="checkbox"/> CHECKING	
	<input type="checkbox"/> SAVINGS	

I HEREBY AUTHORIZE THE ONSLOW COUNTY SCHOOLS TO INITIATE CREDIT ENTRIES AND/OR DEBIT CORRECTIONS TO MY ACCOUNT INDICATED ABOVE, AND THE FINANCIAL INSTITUTION TO CREDIT AND/OR DEBIT THE SAME TO SUCH ACCOUNT.

**EMPLOYEE
SIGNATURE:**

**Verified by OCS
EMPLOYEE
SIGNATURE:**

DATE:

Forms without proper attachments and signatures will not be processed.