

**RICHMOND COUNTY SCHOOLS  
PAYROLL SECTION**

**UNIT NUMBER 770**

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY

INSTRUCTIONS: COMPLETE ALL ITEMS AND RETURN TO THE FINANCE DEPARTMENT AT THE CENTRAL OFFICE. THE DEPOSIT INFORMATION WILL BE CONFIRMED THROUGH THE BANKING SYSTEM BEFORE THE FIRST AUTOMATIC DEPOSIT IS MADE. PAYROLL CHECKS SHOULD BE EXPECTED UNTIL YOU HAVE RECEIVED THE INITIAL NOTICE OF DEPOSIT.

SOCIAL SECURITY NUMBER

FIRST NAME

LAST NAME

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BANK NAME

BANK LOCATION

\_\_\_\_\_

\_\_\_\_\_

CHECK DEPOSIT METHOD:

FOR DEPOSIT-INDICATE ONE:

\_\_\_\_\_ CHECKING ACCOUNT

\_\_\_\_\_ SAVINGS ACCOUNT

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

A BLANK COPY OF YOUR PREPRINTED CHECKING ACCOUNT OR SAVINGS ACCOUNT DEPOSIT SLIP IS REQUIRED. PLEASE ATTACH DEPOSIT SLIP WITH TRANSPARENT TAPE.

\*\*PLEASE NOTE: IF ANY DEDUCTIONS ARE TAKEN OUT IN ERROR, THIS WILL BE CORRECTED IN THE NEXT MONTH'S PAYROLL.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_