



## Effingham County Board of Education

405 North Ash Street • Springfield, GA 31329 • 912.754.6491 • Fax 912.330.1590

**Superintendent**  
Dr. Yancy J. Ford

**Assistant Superintendents**  
Dr. Kirbi Ratner  
Timothy Hood

TO: All Employees  
FROM: Yancy Ford

Please be advised that we offer direct deposit service to our employees. Direct deposit is available to all banks. You will be **emailed** a direct deposit advice after monthly payroll has been processed so that you can verify your pay, deductions, and deposit amount. **Please include your school email address if you have one.** If not, include the email you would like your advice to be sent to.

Please complete the form below and attach a check with VOID written across the front or a bank generated direct deposit form. Turn the form in to your school office or the central office **no later than the 15<sup>th</sup> of the month** for the update to be processed by the end of that month.

<b><u>EMPLOYEE INFORMATION</u></b> <i>(Print)</i>	
NAME: _____	
ADDRESS: _____ _____	
CITY _____	
STATE _____	ZIP _____
SOCIAL SECURITY # _____	

<input type="radio"/>	CHECKING
<input type="radio"/>	SAVINGS
Indicate Checking or Savings Account	
<b>ATTACH A VOIDED CHECK OR A BANK GENERATED DIRECT DEPOSIT FORM</b>	

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_