

Direct Deposit Authorization

ABC Bank Florence, KY 41042	Check No. 123
Pay to the order of: _____	Date: _____
_____ Dollars	\$ _____
042100175 987654321	_____ Signature

Employee Name: _____ **Employee Number:** _____

I hereby authorize Boone County Schools to initiate credit entries, or debit entries for account correction to the account(s) indicated below:

_____ Checking Account (attach voided check above) Amt: _____

_____ Savings Account (provide information below) Amt: _____

This form will not be processed without a voided check for a checking account. If you wish to direct deposit into a savings account that does not have checks, obtain the transit routing (ABA) number from your banking institution and provide below.

Bank Account Number: _____ Bank Name: _____

City: _____ State: _____ Bank Branch Phone Number: _____

ABA Number: (This should start with a 0, 1, 2 or 3): _____

This authorization will remain in effect until Boone County Schools has received written notification from me in such time and in such manner as to afford Boone County Schools a reasonable opportunity to act on it. Boone County Schools is not responsible for any bank fees related to expenditures made before an actual direct deposit is in my account. It is my responsibility to verify that the funds are in my account before expending them.

Signature: _____ Date: _____

With direct deposit, you are able to view your pay check detail by logging into MUNIS Self Serve at <http://myinfo.boone.kyschools.us> and clicking on Pay/Tax Information.

IMPORTANT: The first pay using the new account information will be prenoted as a test before it takes effect. You will receive a live paycheck while this test is being performed. Any change in bank information will require a new authorization form.

Send this completed form to the Payroll Department in the Central Office.