DIRECT DEPOSIT AUTHORIZATION AGREEMENT
Montgomery County Schools

Complete and return to the payroll department. The deposit information will be confirmed through the banking system before the first direct deposit is made. Please note: The verification process could take at least 30 days.

Account Information
If you wish to deposit to a checking account, attach a blank check from your checking account marked "VOID".

If you wish to deposit to a savings account, we must have both the transit/routing and account numbers.

If you wish to direct deposit your pay into more than one account, please complete items 1 and/or 2 below, listing the amounts for each account, then complete item 3 for the net amount of your pay. **If only one account is desired, skip to item 3.**

1. **Bank Name/City/State** _____
   Routing/Transit #: _____ **Account #** _____
   Checking __ **Savings** __ **I wish to deposit $** _____

2. **Bank Name/City/State** _____
   Routing/Transit #: _____ **Account #** _____
   Checking __ **Savings** __ **I wish to deposit $** _____

3. **NET AMOUNT OF PAY TO BE DEPOSITED TO:**
   Bank Name/City/State _____
   Routing/Transit #: _____ **Account #** _____
   Checking __ **Savings** __

PLEASE NOTIFY THE PAYROLL DEPT. IMMEDIATELY IF YOU CLOSE OR CHANGE BANK ACCOUNTS. FAILURE TO DO SO WILL RESULT IN A DELAY OF PAYMENT.

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I authorize Montgomery County Schools to deposit my net pay to the account(s) and bank(s) indicated above and to initiate any necessary adjustment entries, with notification and not to exceed the original amount, to my account(s) for any transactions credited to it in error.

_____	_____	_____	_____
Name (please print)	Signature	**(last 4 digits of SS#)**	Date

This authority will remain in force until Montgomery County Schools receives written notification from me of its termination or change in such time and manner as to afford Montgomery County Schools a reasonable opportunity to act upon it.