



St. Mary's County Public Schools
Leonardtown, Maryland 20650
PAYROLL AUTHORIZATION AGREEMENT
FOR AUTOMATIC DEPOSITS – CREDITS

FOR PAYROLL USE ONLY:

Bank Code: _____

Pre-Note Date: _____

Entered By: _____

Date: _____

PLEASE PRINT

EMPLOYEE NAME: _____	EMPLOYEE ID: _____
ADDRESS: _____	TELEPHONE #: _____

Establish new direct deposit Change an existing account(s) Cancel

PRIMARY ACCOUNT (REQUIRED):

Name of Bank _____

Account Type Checking Savings

Account Number _____

Routing Number _____

Deposit Amount ____ % OR \$ _____ (Flat Amount)

SECONDARY ACCOUNT(S) (OPTIONAL): (Please circle Remaining if applicable)

Name of Bank _____	Name of Bank _____
Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Account Number _____	Account Number _____
Routing Number _____	Routing Number _____
Deposit Amount ____ % OR \$ _____ (Flat Amount)	Deposit Amount ____ % OR \$ _____ (Flat Amount)
OR Remaining	OR Remaining

I wish to have my employer deposit my net pay and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify my employer immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; that I am responsible for any resulting bank fees incurred, and that my employer can not issue the payroll funds to me until the funds are returned to my employer by my financial institution.

As required by the Federal Office of Foreign Asset Control in support of the U.S.C. Title 50, War and National Defense, I attest that the full amount of my direct deposit is not being forwarded to a bank in another country and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform my employing agency immediately.

Please note that due to timing differences, new or changed direct deposits may result in ONE OR MORE PAPER CHECKS after this form has been submitted. Please do not close your account(s) without giving your payroll office two weeks prior notice.

Signature of Employee: _____ Date: _____

By checking the box, you are giving Accounts Payable permission to use the Primary Account for any expense reimbursements (mileage reimbursement, tuition reimbursement, etc.)