



## 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

Mr. 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. The deposits will be made the last working day of the month. You will have access to your money by 10:00am on that date. You will be **emailed** a direct deposit advice so that you can verify your check, 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.

If you choose to participate, 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.

### **EMPLOYEE INFORMATION**

**(Print)**

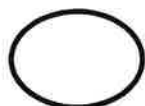
**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

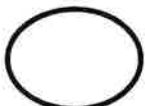
**CITY** \_\_\_\_\_

**STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**SOCIAL SECURITY #** \_\_\_\_\_



CHECKING



SAVINGS

**Indicate Checking or Savings Account**

**ATTACH A VOIDED CHECK OR  
A BANK GENERATED  
DIRECT DEPOSIT FORM**

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

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