Nash County Public Schools

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF PAYCHECK

Instructions: Complete the form and submit to the Payroll Analyst assigned to your school. The deposit information will be confirmed through the banking system before the first automatic deposit is made. A paper payroll check should be expected until this is verified. (This is at least one pay cycle)
NOTE: Ensure your attached check contains both the bank transit-routing number and your bank account number.

Social Security Number	First Name	Middle Initial	Last Name

Bank Name	Bank Location

For Deposit into: (Select correct account type)

Checking Account ◯ **Savings Account** ◯

I hereby authorize Nash County Public Schools to initiate credit entries, either debit or credit which are necessary for corrections, to my account as evidenced by the attached void check and the depository, my financial institution, to credit (or debit) the same account. This authority is to remain in full force and effect until written notification from me of its termination and in a manner as to afford reasonable opportunity to act. Nash County Public Schools reserves the authority to terminate direct deposit at any time.

Employee's Signature **Date**

*Important Note – The first month after acceptance of this completed form, you will receive a paper check that you must deposit manually into your bank account. Once the account has be verified by our banking system, your check will be deposited automatically.

Please Attach a Voided Check for the Account noted above.

This form must be completed, signed, and returned to the Payroll Analyst assigned to your school. You may drop this off to Payroll's Attention:

930 Eastern Ave
Nashville, NC 27856

Verified and implemented by: _____
Date Entered: _____