BIBB COUNTY SCHOOL DISTRICT

EMPOWERED TO LEARN, LEAD, INNOVATE AND SERVE

DIRECT DEPOSIT AUTHORIZATION

Complete and return this form to the Payroll Department, Suite 310.

NAME _____ **ID NO.** _____ **FACILITY** _____

PAID ☐ **SEMI-MONTHLY**

**********DIRECT DEPOSIT SPLITS WILL ONLY APPLY TO REGULAR PAY CHECKS**********

PLEASE CHOOSE ONE FOR THE BALANCE OF YOUR NET PAY: (PRIMARY) ☐ **NEW** ☐ **CHANGE**

FINANCIAL INSTITUTION _____

ROUTING NO.1 _____

ACCOUNT NO. 1_____ ☐ **CHECKING** ☐ **SAVINGS**

DIRECT DEPOSIT # 2 ☐ **NEW** ☐ **CHANGE**
FINANCIAL INSTITUTION

_____

ROUTING NO.2 _____

ACCOUNT NO.2 _____
☐ **CHECKING**
PARTIAL AMOUNT ☐ **SAVINGS**

DIRECT DEPOSIT # 3 ☐ **NEW** ☐ **CHANGE**
FINANCIAL INSTITUTION

_____

ROUTING NO.3 _____

ACCOUNT NO. 3 _____
☐ **CHECKING**
PARTIAL AMOUNT ☐ **SAVINGS**

I authorize you and the Financial Institution shown above to deposit my pay automatically to my account each payday. This authority will remain in effect until I change accounts.

SIGNATURE _____ **DATE** _____

ATTACH ONE OF THE FOLLOWING TO THIS FORM PER ACCOUNT

_____ **Checking Account:** **Voided Check or Pre-Printed Direct Deposit Form**
_____ **Savings Account:** **Deposit Slip or Pre-Printed Direct Deposit Form**

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FREQUENTLY ASKED QUESTIONS ABOUT DIRECT DEPOSIT

1. After I sign up, when does Direct Deposit begin?
Direct Deposit usually begins by the second pay cycle to allow time to process the authorization. Check your employee profile online or your bank each payday to verify your deposit.

2. How do I change financial institutions or accounts after I am on the Direct Deposit system?
After opening a new account at your present or another financial institution, complete a new Direct Deposit Authorization form and submit it to the Payroll Department (Suite 310). After signing a new Direct Deposit Authorization form, direct deposit will be stopped for your old account. You will receive a paper paycheck while your new account number is being verified. One pay period later, you should begin receiving a direct deposit to your new account. DO NOT CLOSE YOUR EXISTING ACCOUNT UNTIL YOU HAVE NOTIFIED THE PAYROLL DEPARTMENT OF YOUR INTENTIONS TO CHANGE BANKS OR ACCOUNTS.

3. What happens when payday falls on a weekend or a holiday?
Paydays will be handled the same as always. Your funds will be deposited into your account on pay day.

DIRECT DEPOSIT IS MANDATORY