DIRECT DEPOSIT ENROLLMENT FORM

TODAY'S DATE _____ ☐ New Employee ☐ Changing Banks ☐ Same Bank, New Account Number

EMPLOYEE NAME _____ SSN#_____ EMP # _____

ATTACH VOIDED CHECK HERE

BANK NAME _____

BANK ADDRESS _____

_____

Bank Routing # _____ Employee Checking/Savings Acct # _____
(First 9 digits in the lower left hand corner of your check)

(Please check (✓) one): Checking _____ or Savings _____

I, _____ *(Employee's Signature)* hereby authorize Boyd County Board of Education, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account.

TO BE COMPLETED BY FINANCIAL INSTITUTION
(ONLY IF YOU DO NOT HAVE A VOID CHECK FOR THIS ACCOUNT)

Name, Address and Phone of Financial Institution *(Handwritten or Stamped)*

Acct # ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Routing # ☐☐☐☐☐☐☐☐☐

Type of Account:

☐ Checking ☐ Savings

Name on Account:_____

CERTIFICATION

I confirm the identity of the above named payee and the account number listed above.

Bank Representative's Name (Printed or Typed): _____

Bank Representative's Signature: _____ Date: _____

Some points to keep in mind concerning direct deposit:

The first payday after you enroll will be a test/trial run; you will still receive a paycheck. The 2nd payday you will receive a "check advice" for 00/100 and your pay information (net amount and deductions will appear on the stub and your money will be in your checking or savings account when your bank opens the morning of payday. You need to call your bank and see when funds will be available through the ATM.

If, due to circumstances beyond our control, we cannot complete the direct deposit transactions, you will receive a check for that pay period. You will be notified if this occurs.

This authorization will remain in force until such time as Boyd County Board of Education has received written notification from the employee named above of its termination in a manner as to afford Boyd County Board of Education a reasonable opportunity to act on it.

Entered By:_____ Copy To Finance _____ Pre-Note_____ Live _____

Revised 10/25