



Direct Deposit Authorization

This document replaces all previous requests.

Full Legal Name *(required)*

Employee ID *(required)*

HCS Location *(required)*

Cancel my direct deposit. Leave all bank related fields blank, sign, and submit form.

Balance Account *(required)*: Any pay remaining after optional deposits to fixed accounts listed below go to this account.

If you want all of your pay deposited to one account complete this section and leave the fixed account section blank.

<u>Account Type</u>	<u>Bank Name</u>	<u>Routing Number</u>	<u>Account Number</u>
Checking			
Savings			

Fixed Amount Accounts *(optional)*: Fixed amounts deposit first with any remaining pay deposited to your balance account .

<u>Account Type</u>	<u>Bank Name</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Amount</u>
Checking				
Savings				
Checking				
Savings				

1. It may take up to **TWO** payrolls to become effective. **You may receive a paper check during this time. Paper checks are mailed to the address on file with Human Resources. Manage your bank drafts accordingly.**
2. Attaching a voided check or bank letter for each account is recommended and may decrease the time required to start direct deposits to your account(s).
3. Please double check your routing and account information. This is the exact information that will be used to send your pay to a bank account. It is your responsibility to provide accurate information.

Employee Certification:

- I authorize Horry County Schools to initiate credit entries and, if necessary, debit entries and adjustments for any credits made in error to the above accounts.
- I understand it may take up to TWO payrolls for this request to be activated and I may receive a live check in the US mail during this time.
- I understand this request replaces my current direct deposit information and will remain in effect until I submit another form to change or cancel my direct deposit information.

Employee Signature _____ Date _____

Electronic signature will be rejected

Submit this document to Payroll using one of the following methods:

- In person at the District Office. Bring your ID
- Through the HCS inter-office mail system in a sealed envelope