DIRECT DEPOSIT / PAY CARD ENROLLMENT FORM

Name: _____ Social Security Number: _____/_____/_____

☐ Direct Deposit ☐ NetSpend Pay Card

Direct Deposit Net* (REQUIRED for participation in Direct Deposit)

Net Pay reflects an employee's take-home pay after all deductions have been taken from wages.

Bank: _____ _____Checking Account _____Savings Account

Account Number: _____ Amount Deposited: NET _____

Additional Fixed Amount Direct Deposit #1 (Optional)

Bank: _____ _____Checking Account _____Savings Account

Account Number: _____ Amount Deposited: $ _____

Additional Fixed Amount Direct Deposit #2 (Optional)

Bank: _____ _____Checking Account _____Savings Account

Account Number: _____ Amount Deposited: $ _____

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To have funds deposited to your Checking or Savings Account the following is required:

* Attach a Voided Check. If a voided check is not available, attach a Direct Deposit Authorization issued by your Financial Institution
* Fulltime Employees must attach a copy of your District ID Badge
* Substitutes must attach a copy of Valid Photo ID
* **HANDWRITTEN SIGNATURE IS REQUIRED ON ALL DEPOSIT FORMS**

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NetSpend Pay Card

1) The address shown in Employee Online will be used to create the NetSpend account
   a) Verify address is correct or update changes to address in Employee Online
2) Upon receipt of Card Packet:
   a) Activate Card using instructions enclosed in Packet
   b) Direct questions concerning Card to the number shown on back of Card
3) Pay stub information is accessible via on Employee Online

I hereby authorize the Paulding County School District to deposit my payroll check as directed above. I understand my direct deposit election will remain in effect until Paulding County School District receives written notification of cancellation. All changes and cancellations to my deposit election must be received 10 days prior to pay day.
I further understand that if my pay is rejected by my bank for any reason, the Paulding County School District will NOT issue a replacement paycheck until the return of the funds is CONFIRMED. Confirmation of returned funds may take up to two business days beyond the scheduled pay date.

_____ _____

Signature **Date**

Payroll Use Only:

Paycard Account Number _____

Date of Birth _____

Setup Date _____

Confirmation Number _____

NetSpend

Address _____

_____

_____

Revised 7-2023