The School District of Holmes County

Direct Deposit of Payroll Checks

<u>What to Expect With Direct Deposit</u>
With direct deposit, no payroll check will be written; the amount of your payroll check will be automatically deposited to your account at your financial institution on payday. You will receive a statement listing your gross pay, deductions and net pay.

<u>Your Current Address and Telephone Number is Important</u>
If we should need to contact you concerning your authorization, it will be at your home address. Therefore, you should keep your contact information (W-4 or home telephone number) current.

<u>Directions For Authorizing Direct Deposit of Your Payroll Check</u>
School-Based Personnel: Complete the authorization agreement for direct deposit below. Attach a voided check or savings deposit form and return this form to your school secretary.
District Based Personnel: Complete the authorization agreement for direct deposit below. Attach a voided check or savings deposit form and return this form to the payroll department.

<u>Authorization Agreement for Direct Deposit of Payroll Check</u>
I hereby authorize Holmes District School Board, hereinafter called HDSB, to initiate credit entries (or debit entries to adjust any credit entry made in error) to my financial account indicated below at the financial institution, hereinafter called Depository, named below.

Financial Institution: _____   Employee ID:_____

City: _____   State: _____   Zip Code: _____

Routing/Transit Number:_____ Crediting Account Number:_____

I authorize HDSB and the depository listed above to deposit my net pay automatically into my account each payday and to initiate adjustments if necessary for any entries made in error to my account. This authority will remain in effect for as long as I am an employee of the HDSB or I change my account information at which time I will notify HDSB of the change with another Authorization Agreement.

Employee Name: _____   School Assigned: _____

_____   _____
Employee Signature   Date

ATTACH VOIDED CHECK

(Direct Deposit cannot be processed without a voided check or savings deposit form)

Please return this form to the payroll department as soon as possible