The School District of Holmes County

PRIMARY PAYROLL DIRECT DEPOSIT



What to Expect with Payroll Direct Deposit?

With direct deposit, no payroll check will be written. The Net amount of your payroll check after deductions will be automatically deposited to your account at your financial institution on payday. You will receive a direct deposit voucher listing your gross pay, deductions, and net pay. Also, full time employees can log in to their Skyward "Employee Access" account to print as needed.

Your Current Address and Telephone Number is Important

If we should need to contact you concerning your authorization, it will be at your home address. Therefore, you should keep your contact information (IRS Form W-4 or home/cell telephone number) current.

Directions for Authorizing Direct Deposit of Your Payroll Check

- 1. Complete the authorization agreement for direct deposit below
- 2. Attach a VOIDED check or savings deposit form
- 3. Return completed form to the PAYROLL department in the Finance Office

<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.

FINANCIAL INSTITUTION INFORMATION				
Name of Financial Institution:	City:			St: _
Select Type of Account: Checking Saving Routing # Crediting Account #				
EMPLOYEE INFORMATION				
Name:	School As	ssigned:		
Address:	_ZIP:	Home: (_ Cell: (_)	
I authorize HDSB and the depository listed above to deposit my net pay auto	matically into m	y account each	payday a	nd to
I authorize HDSB and the depository listed above to deposit my net pay autoinitiate adjustments if necessary, for any entries made in error to my account long as I am an employee of the HDSB, or I change my account informationage with an UPDATED Authorization Agreement.	. This authority tion at which ti	will remain in will notify	effect for HDSB of	r as f the
initiate adjustments if necessary, for any entries made in error to my account long as I am an employee of the HDSB, or I change my account informa	This authority tion at which ti	will remain in me I will notify Date:	n effect for HDSB of	r as f the