

DIRECT DEPOSIT ENROLLMENT FORM

(Please type or print)

New Employee (first time to submit information)

Changing Banks

Same Bank, New Account Number

EMPLOYEE NAME _____ Emp # _____

SSN _____ Date _____

BANK NAME _____

BANK ADDRESS _____

BANK PHONE # _____

Routing No. _____ Primary Account No. _____ () Checking () Savings
Routing number is the first 9 digits in the lower left hand corner of your check

Routing No. _____ * Secondary Acct No. _____ () Checking () Savings

Amount per payroll for secondary account \$ _____ * must be completed for secondary account.

I, _____ *(Employee's Signature)* hereby authorize Laurel 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.

* ATTACH VOIDED CHECK HERE

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 you bank opens the morning of payday. You will 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 Laurel County Board of Education has received written notification from the employee name above of its termination in a manner as to afford Laurel County Board of Education a reasonable opportunity to act on it.

For Central Office Use Only:

Pre-Note _____ Live _____

Completed by: _____

Date: _____