JEFFERSON COUNTY PUBLIC SCHOOLS DIRECT DEPOSIT AUTHORIZATION AGREEMENT

PLEASE COMPLETE ALL BOXES BELOW AND SIGN AND DATE AT THE BOTTOM OF THE FORM BANK DOCUMENTATION MUST BE ATTACHED FOR PROOF OF ACCOUNT

EMPLOYEE NAME:	PAYROLL LOCATION NAME & NUMBER SOCIAL SECURITY NUMBER	
EMPLOYEE ID NUMBER:		
	etronic credit entries, and if necessary, debit entries to reverse erroneous deposits will be made in accordance with the rules of the National	
Financial Institution Name and Telephone:	Account Type: { } Checking { } Savings	
Bank Transit/ABA Routing Number:	Account Number:	
he Jefferson County Public Schools. The Jefferson County Public discretion. *****IMPORTANT - PROOF • CHECKING ACCOUNT - A PREPRINT NAME, ROUTING NUMBER, AND ACC • SAVINGS ACCOUNT - A PREPRINTED NUMBER, AND ACCOUNT NUMBER M. • ON-LINE CARD ACCOUNT (RUSH, M.) THE FINANCIAL INSTITUTION THAT I	OF ACCOUNT REQUIRED**** ED VOID CHECK OR BANK DOCUMENT WITH YOUR OUNT NUMBER MUST BE ATTACHED. O BANK DOCUMENT WITH YOUR NAME, ROUTING IUST BE ATTACHED. ETA BANK, ETC) – A PRINTED DOCUMENT FROM INCLUDES YOUR NAME, ROUTING NUMBER, AND	
DEPOSIT FORM AND BANK DOCUMENTATION. COPIE	HE ORIGINAL FULLY COMPLETED AND SIGNED DIRECT S ARE NOT ACCEPTED. PAYROLL DEPARTMENT A MINIMUM OF TWO WEEKS	
Employee Signature: (THIS FORM IS NOT VALID UNLESS	Date: Date:	
PAYROLL USE ONLY Information entered in MUNIS	Prenote complete	
Information varified in MINIS	Originals filed	

Instructions for completing the Direct Deposit Authorization Agreement

- 1. Fill in the employee name and social security number or employee identification number. If the account is joint, do not include name(s) of others on the account.
- 2. Fill in the payroll location number and payroll location name. If you do not know your payroll location number, you can get it from the person who completes the payroll at your location, or from a prior check stub.
- 3. Complete the financial institution name and telephone number and check the type of account (checking or savings) where your funds are being deposited.
- 4. Fill in the Bank Transit/ABA Routing Number and Account Number.

*****IMPORTANT - PROOF OF ACCOUNT REQUIRED****

- <u>CHECKING ACCOUNT</u> a preprinted voided check or bank document with <u>your name</u>, routing number, and account number must be attached.
- <u>SAVINGS ACCOUNT</u> a preprinted bank document with <u>your name</u>, routing number, and account number must be attached.
- ON-LINE CARD ACCOUNT (GREEN DOT, META BANK, ETC) a printed document from the Financial Institution that includes <u>your name</u>, routing number, and account number must be attached to this form.
- 5. Employee must sign and date the Direct Deposit Authorization Agreement.
- 6. If you are changing information from a previous form, the new agreement form must be completed in its entirety. All current deposit information will be cancelled upon the final approval and the effective date on the new agreement form.
- 7. Completed original direct deposit form and bank document should be sent directly to the Payroll Department to ensure timely processing of your request.
- 8. If you have any questions regarding the completion of this form, please contact the Payroll Department at 485-3248.

Check Sample

JOHN DOE 1234 DERBY ROAD LOUISVILLE, KY 40000			20
Pay to the Order of			\$ Dollars
American Bank			
Memo			
↑ Bank Transit/ABA Number	Account Number	↑ Check Serial Number	