

CALDWELL COUNTY SCHOOLS
AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET

Instructions: Complete all items and return to your payroll office. The deposit information will be confirmed through the banking system before the first automatic deposit is made; payroll checks should be expected until you have received the initial notice of deposit. NOTE: Be sure your attached check/deposit slip contains both the bank transit-routing number and your account number.

Social Security No.	First Name	MI	Last Name
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Bank Name	Bank Location (City)
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For Deposit to (indicate one by checking):

Checking Account Savings Account Money Market Account

I hereby authorize Caldwell County Schools to deposit my net pay to the account and bank indicated and to initiate necessary adjustment entries to my account for any transactions credited to it in error. This authority is to remain in full force and effect until written notification from me of its termination and in a manner as to afford reasonable opportunity to act.

Employee's Signature

Date

Please attach a blank check for the above account here in this space using transparent tape. Write VOID across the check. We can accept a deposit slip only for savings accounts. If neither document is available, please attach a letter from your financial institution with your account details.