



**AUTHORIZATION AGREEMENT FOR
DIRECT DEPOSITS
(ACH CREDITS/DEBITS)**

INSTRUCTIONS: Complete all items and return to Human Resources. The deposit information will be confirmed through the banking system before the first direct deposit into your account. You will receive a paper payroll check until you have received the initial notice of deposit from your bank. If there is a problem with your direct deposit, you will continue to receive paper checks until the problem has been resolved.

Employee SS Number	Last Name	First Name	Middle Initial
Bank Name	Bank Location	Routing Number	Account Number

For deposit to (indicate one): Checking Account Savings Account

Attach a voided check to this form. Please write the word VOID on the check. Please attach a deposit slip for savings.

If you do not have checks, please request a Direct Deposit Enrollment Request Form from your bank.

I hereby authorize Ashe County Board of Education (BOE) to initiate credit entries to EITHER my Checking Account or Savings Account (select one above) indicated above at the depository financial institution named below and to credit the same to such account. I acknowledge that the origination of ACH transactions to my account must comply with the provision of U.S law. I also authorize the BOE to initiate a debit entry to correct transaction errors.

This authorization is to remain in full force and effect until the BOE has received written notification from me of its termination in such time and in such manner as to afford the BOE and DEPOSITORY a reasonable opportunity to act

(Signature of Employee)

(Date)

HERE'S HOW IT WORK: As employees of the Ashe County Board of Education, your pay is automatically credited to your personal bank account.

BENEFITS:

- Immediate access to pay—deposits are credited and immediately available each and every payday.
- Peace of mind—there are no worries about mail delays or having checks lost or stolen.
- Convenience—payments are automatically deposited to your personal bank account, even if you are traveling, on vacation or out sick. You no longer need to make special trips to pick up and deposit checks.

PLEASE NOTE: If you change bank accounts, you must notify the payroll department immediately to avoid a disruption in pay.