

SCHOOL DISTRICT OF MARTIN COUNTY, FLORIDA
EMPLOYEE AUTHORIZATION FOR AUTOMATIC PAYROLL DEPOSIT

I authorize the School District of Martin County, Florida to deposit the amounts listed below and/or my net pay and other categories of compensation to which I may be entitled directly into my checking or savings account. If funds to which I am not entitled are deposited in my account, I authorize the School District of Martin County, Florida to direct the financial institution to return said funds to the School District. **This authorization agreement remains in effect until I provide the School District of Martin County, Florida with written notification to cancel the direct deposit to my account.** (Multiple forms may be utilized, if needed.)

NAME: _____ SITE: _____

SOCIAL SECURITY# (last 4 digits only): xxx - xx - _____

SIGNATURE: _____ DATE: _____

Type of Action: _____ NEW _____ ADD ONE _____ CHANGE _____ CANCEL

FIRST BANK:

TYPE OF ACCOUNT (check one): _____ CHECKING _____ SAVINGS

FLAT AMOUNT or /NET PAY: _____

BANK NAME: _____

ABA ROUTING #: _____

ACCOUNT NUMBER: _____

SECOND BANK:

TYPE OF ACCOUNT (check one): _____ CHECKING _____ SAVINGS

FLAT AMOUNT or NETPAY: _____

BANK NAME: _____

ABA ROUTING #: _____

ACCOUNT NUMBER: _____

Checking accounts: Attach a voided check – NO DEPOSIT SLIPS will be accepted
Savings accounts: Attach a form from the financial institution indicating the ABA number (bank routing number) and your account number.

STAPLE VOIDED CHECK HERE

The Bank's Routing/Transit Number is located on the bottom of the check, is enclosed at both ends by the ":" symbol, and is always 9 digits long. Account numbers can be up to 17 digits long.

Routing/Transit
Number

⑩

1 2 3 4 5 6 7 8 9 : 1 2 3 4 5 6 7 8 9 : y

Account Number

**DIRECT DEPOSIT CHANGES WILL TAKE EFFECT ON THE FIRST PAYROLL
 AFTER RECEIPT OF THE FORM BY THE PAYROLL DEPARTMENT**

Original to: Payroll Office, 500 SE Ocean Blvd., Stuart, FL 34994

AN EQUAL OPPORTUNITY AGENCY