

# Rome City Schools' Board of Education

## Automatic Direct Deposit Authorization Form

Name: \_\_\_\_\_ School: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

I hereby authorize the Rome City Board of Education to deposit my payroll check beginning with the \_\_\_\_\_ payroll. I would like to participate in Automatic Direct Deposit of my payroll check to the following bank account(s):

	Name of Bank	Bank Address	Bank Routing Number	Bank Account Number	Account Type Saving or Checking	Multiple Accounts Only Direct Deposit Method <i>*Use Only One</i>	
						Dollar Amount	Percentage
	Enter Primary Account Information in Line # 1.						
1						R Remainder	
2							
3							
4							
						Total Percentage	1.00%

**\*Instructions for Multiple Accounts:**

- The Direct Deposit Method cannot use both a Dollar Amount and a Percentage. Payroll will return any form completed using both Direct Deposit Methods.**
- Dollar Amount: If you deposit your payroll into multiple accounts, use the second, third, and fourth accounts to designate your dollar deposits. The first account listed will receive the remainder/balance of your paycheck.**
- Percentage: The Total Percentage must equal 100%. If we receive your form that does not add to 100%, we will deposit your payroll into the first/primary account and send you another form to properly complete.**

**NOTE: Please attach a voided check for each account.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date