

# DIRECT DEPOSIT PAYROLL APPLICATION

Name \_\_\_\_\_ Department/School \_\_\_\_\_

Employee ID # 9 9 6 0 0 \_\_\_\_\_ Position \_\_\_\_\_

I hereby authorize the Wood County Board of Education to direct deposit my payroll checks into my personal account. I understand that a test must be processed on this information before direct deposit can begin so **I will still get a regular paper check for one pay period** after payroll receives this form.

Please attach a voided check or document from your financial institution below so that your routing number and account number can be verified.  
**Please do not use a deposit slip.** If you have further questions please call the payroll office.

Name of Financial Institution \_\_\_\_\_

This is a checking account \_\_\_\_\_ This is a savings account \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please attach voided check here or staple document from your financial institution to this form

\*You may wish to call your financial institution and verify your first direct deposit on pay day. Pay stubs are available online only. Please follow the link under "Staff" on the Wood County Schools website – [woodcountyschoolswv.com](http://woodcountyschoolswv.com)