

Cherokee County School District Direct Deposit Authorization

Employee Name: _____ Social Security Number: _____

I hereby authorize Cherokee County School District to initiate entries to my account(s) indicated below. Such direct deposit of net pay will be made on each succeeding payday, unless I terminate this agreement in writing to the School District Finance Department. I understand such notification shall become effective following receipt and reasonable opportunity to act on it.

Employee Signature

Date Signed

| | | | |
|--|---|------------------------|----------------------|
| 1. Primary Account Information: | All funds will be deposited to this account unless you specify a secondary account and amount. | | |
| <input type="checkbox"/> CHECKING | Financial Institution Name | Transit/Routing Number | Account Number |
| <input type="checkbox"/> SAVINGS | <input type="text"/> | <input type="text"/> | <input type="text"/> |

TAPE A VOIDED CHECK HERE (No deposit slips or starter checks, please)

If this account does not have checks, you **MUST** attach a form from your financial institution certifying the account and routing numbers.

| | | | |
|--|----------------------------|------------------------|----------------------|
| 2. Secondary Account Information: | Financial Institution Name | Transit/Routing Number | Account Number |
| <input type="checkbox"/> CHECKING | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/> SAVINGS | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Amount to deposit to this account from each check? \$ _____

TAPE A VOIDED CHECK HERE (No deposit slips or starter checks, please)

If this account does not have checks, you **MUST** attach a form from your financial institution certifying the account and routing numbers.

The initial deposit or any subsequent change must be processed as “pre-notification” zero balance test run to insure that the employee’s number is valid with the bank. (NO MONEY WILL BE TRANSFERRED). Therefore, the direct deposit will begin with the second payday following the authorization. Employees may choose any participating institution.