BUNCOMBE COUNTY SCHOOLS
ELEVATING YOUNG MINDS

PAYROLL DEPARTMENT

AUTHORIZATION
FOR AUTOMATIC DEPOSIT OF NET PAY

INSTRUCTIONS:	Complete all items and return to **PAYROLL DEPARTMENT**. 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 ID Number	Last Name	First Name	Middle Initial

Bank Name	Bank Location

For deposit to (*indicate one*): ☐ CHECKING ACCOUNT   ☐ SAVINGS ACCOUNT

ATTACH A BLANK CHECK HERE FOR CHECKING, OR A DEPOSIT SLIP FOR SAVINGS.
Please write the word *VOID* on the check.

Note: If you wish to deposit your check into your checking account, a deposit slip will not be accepted. In order to process your request, a voided check is required because it sometimes contains different numbers than a deposit slip. If you attach a deposit slip and wish your check to go into a checking account, you will be asked to bring a voided check into the payroll office before your request can be processed.

I authorize the Buncombe County School System to make deposits to my account as indicated. I authorize any necessary debit entries or adjustments for entries made in error to my account. I understand that I will receive a paper check until my direct deposit has been accepted by the banking system.

_____   _____
(Signature of Employee)   (Date)

PAYROLL USE *ONLY*

TRANSIT/ABA NO _____   ACCOUNT NUMBER _____

Pre-note M/Y _____   DD Live M/Y _____