

**GILCHRIST COUNTY SCHOOL DISTRICT***Fulfilling Every Student's Potential*

www.gilchristschools.org

Direct Deposit Authorization**Instructions & important information:**

- All forms received must be complete and must be signed by the employee/substitute.
- Select the appropriate action:
 - **New request** – if you do not currently have a direct deposit with the district.
 - **Add request** – if you already have direct deposit but want to add another for a fixed amount. (Savings account or 2nd checking)
 - **Change request** – if you need to change financial institutions or account information.
 - **Stop request** – if you currently have direct deposit but want to begin receiving a cut check.
- **Submit with this completed form a voided check or print out from your financial institution which shows your name, account number and routing number.**
- Your name must be on your voided check.
- This authorization will remain in effect until terminated by you in writing.
- It is your duty to inform the district if you close or change your account.
- A pre-note will always be run with the first check when enrolling or changing your direct deposit information.

You may tape or staple your voided check to this form.

☐ New Request ☐ Add Request☐ Change Request ☐ Stop Request☐ Net Pay ☐ Fixed Amount \$ _____

Last Name			
First Name		Middle Initial	
Phone Number			
Financial Institution/ Bank Name			
Routing Number			
Account Number			
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		

I hereby authorize and request the Gilchrist County School District to deposit my paycheck into my account at the financial institution named on this form. This direct deposit will remain in effect until withdrawn by: (a) me in writing with sufficient notice to the district to allow adequate time for effect termination; (b) my death or legal incapacity; or (c) termination of my employment with the district.

Signature_____
Date**Return this form to:**Leigh Rogers, Payroll Coordinator OR
BillieJo Bible, Director of Human Resources
at the District Office**Rev 2/2020**