

# LINCOLN COUNTY BOARD OF EDUCATION

305 Danville Ave.  
Stanford, KY 40484  
(606-365-2124)

## AUTHORIZATION FOR DIRECT DEPOSIT ENROLLMENT/CHANGE/CANCELLATION

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE SSN: \_\_\_\_\_

EMPLOYEE ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

---

### SECTION A: ENROLLMENT & CHANGE AUTHORIZATION

*(Employee should complete this section for new enrollment, financial institution changes, or account changes.)*

- Type of Authorization:  New Enrollment  
 Financial Institution Change  
 Account Change

Financial Institution Information:

Name	
Address	
City, State	

Account Distribution Data::

Bank Routing Number	
Account Number	

Account Type:

<input type="checkbox"/>	Checking (attach a voided check or a photocopy of an original check)
<input type="checkbox"/>	Savings (attach a voided original deposit slip or a photocopy of an original deposit slip)

Direct Deposit Options:

<input type="checkbox"/>	Deposit 100 percent of net pay
<input type="checkbox"/>	Deposit _____ percent of net pay (full percentages only)
<input type="checkbox"/>	Deposit a fixed amount of \$ _____

*I authorize the Lincoln County Board of Education to directly deposit into the Financial Institution account listed above, as well as authorize the institution to post the pay to the above listed account. I authorize the Lincoln County Board of Education to initiate debit entries to the above Financial Institution as may be necessary to correct erroneous direct deposit (credit) entries and authorize the listed Financial Institution to subtract such entries from the above designated account. This authorization is to remain in force until the Lincoln County Board of Education receives written notice from me to cancel or change this authorization.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

---

### SECTION B: CANCELLATION

*(Employee should complete this section to cancel the Direct Deposit Authorization)*

Effective Date	
----------------	--

*I hereby cancel the authorization for the Lincoln County Board of Education to originate direct deposit entries to my checking/savings account.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*