**BEAUFORT COUNTY SCHOOLS BOARD OF EDUCATION**

**AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY**

Instructions: Complete all items and return to your payroll office. Be sure your attached voided check contains both the bank transit-routing number and your account number. ***Please type or print legibly in blue or black ink.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Social Security #** | **First Name** | **MI** | **Last Name** |
| **Bank Name:** | | **Bank Location:** | |

**For Deposit To One Account:**

|  |
| --- |
| **Attach your voided check and/or savings deposit slip.**  **A Letter from your bank will also suffice. You may attach the letter to this form.**  **You cannot write in your account information.** |

**If you want to deposit to more than one account, attach additional documentation (voided check and/or letter from your bank) for the second direct deposit account and indicate the percentage of your net pay to be distributed within each account on file with us.**

|  |  |
| --- | --- |
| **Accounts** | **Percentage** |
| **Primary (Checking or Saving)** |  |
| **Secondary (Checking or Saving)** |  |

**I authorize the Beaufort County Schools to deposit my net pay to the account(s) and bank indicated and to initiate any necessary adjustment entries to my account for any transactions credited to it in error.**

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**Employee Signature Date**