

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) and a dollar amount to be direct deposited in each non-primary account.

(S) Savings or (C) Checking	Dollar Amount
Remaining balance will go into the Primary account.	

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.

Employee Signature

Date

