

**HERTFORD COUNTY PUBLIC SCHOOLS
PAYROLL SECTION**

Authorization for Automatic Deposit of Net Pay

Instructions: Complete all items and return to the Central Office. The deposit information will be confirmed through the banking system before the first automatic deposit is made; payroll checks should be expected until you have received the initial notice of deposit. You may select either a check or savings account. NOTE: Be sure your attached voided check copy or savings copy contains both the bank transit routing and your account numbers.

First Name	MI	Last Name
School Location	Social Security #	
Bank Name	Bank Location	
<input type="checkbox"/> Deposit into my checking account (attach voided check copy below)		
<input type="checkbox"/> Deposit into my savings account (attach voided deposit slip below)		

I hereby authorize Hertford County Public Schools to initiate credit entries or debit corrections to my account indicated below, and the financial institution to credit and/or debit the same to such account.

Employee's Signature

Date

Attach a voided check or savings copy for the account to be deposited in this space using transparent tape.

No staples, please.