

Calloway County Board of Education

Direct Deposit Authorization Form

The Calloway County School District has established a direct deposit system for payroll. If you wish to participate, please complete the information below and return this sheet to the payroll office (Attn: Kady Arant) by the 1st of the month. Forms received by the 1st of the month will enable your payroll check to be electronically deposited the second (2nd) month. Payroll advices will be sent to you instead of your check. The first month is a "trial run" to your bank---you will receive a paper check the first month:

Please note the following:

- 1) The transmittal of payroll funds will be sent to all banks on the night before pay day. The time of credit to your account is determined by your bank. If you have questions on this subject, please contact your bank.
- 2) The July in June pay check (12th check) will be direct deposited several days after the June check.

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Please type or print:

Employee Name:

Social Security Number:

Financial Institution
Name:

Financial Institution
Address:

Check One: Checking
 Savings

Account Number:

Routing Number:

Check One: New Direct Deposit Account
 Change to existing Direct Deposit Account

Signature of Employee: _____ Date: _____

** Remember: (FIRST MONTH is a "trial run" to your bank---you will receive a regular paper check.)

Please attach a voided check here.