

To: Chilton County Board of Education

Attention: PAYROLL DEPARTMENT



The Chilton County Board of Education requires all payroll checks to be set up as direct deposit. Please provide the requested information along with your signature giving us authorization to deposit your check. A voided check is required. The form will be processed the current month if received by the 15th. The first check will pre-note to verify the account information is accurate which means you will receive a live check the first month. Direct deposits will begin the following month.

Employee Name: _____

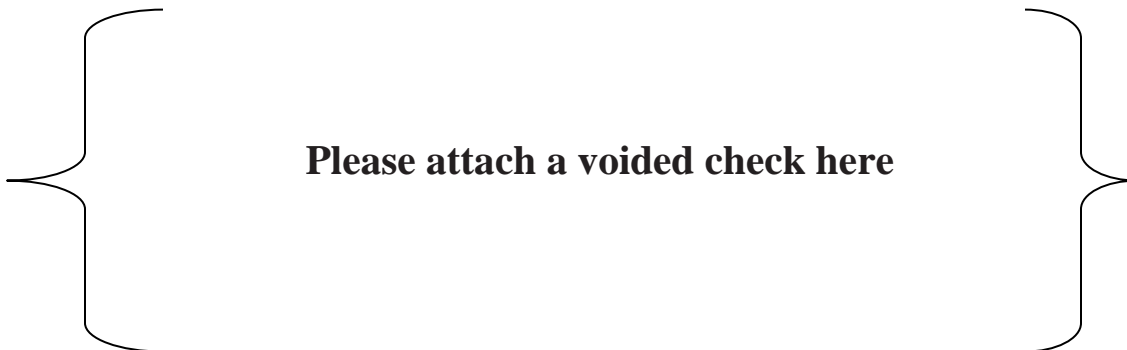
Bank Name: _____

Account Number: _____

Account Type: Checking Savings

Signature: _____

Date: _____

 **Please attach a voided check here**