

(STAPLE VOIDED CHECK)

**ONslow COUNTY SCHOOLS  
PAYROLL SERVICES**

**AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY**

**INSTRUCTIONS:**

- Complete ALL items and return this form to the Payroll Department.
- **Please do not forget to staple a voided check, a computer generated printout from you bank, or a letter from your bank with the Routing Number and the Account Number.**
- Sign and Date this form.
- The deposit information will be confirmed through the banking system before the first automatic deposit is made.
- You should expect to receive payroll checks until your direct deposit has become effective, which could take up to two pay cycles.

LAST FOUR OF SS#	LAST NAME	FIRST & MIDDLE NAME

BANK NAME	ACCOUNT TYPE (PLEASE SELECT ONE)	EMPLOYEE'S PHONE NUMBER
	<input type="checkbox"/> CHECKING	
	<input type="checkbox"/> SAVINGS	

**I HEREBY AUTHORIZE THE ONSLOW COUNTY SCHOOLS TO INITIATE CREDIT ENTRIES AND/OR DEBIT CORRECTIONS TO MY ACCOUNT INDICATED ABOVE, AND THE FINANCIAL INSTITUTION TO CREDIT AND/OR DEBIT THE SAME TO SUCH ACCOUNT.**

**SIGNATURE:**

\_\_\_\_\_

**DATE:**

\_\_\_\_\_

*Forms without proper attachments will not be processed.*