

**RANDOLPH COUNTY SCHOOL SYSTEM
AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY**

Instructions: Complete all items and return to payroll office. The deposit information will be confirmed through the banking system before the first automatic deposit is made.

<i>ID #</i>	<i>First Name</i>	<i>Middle Initial</i>	<i>Last Name</i>
<i>Bank Name</i>		<i>Bank Location</i>	

For Deposit to: (Indicate by checking)


<i>Checking Account</i> <input type="checkbox"/>	<i>Savings Account</i> <input type="checkbox"/>
<i>Checking Account #</i>	<i>Savings Account #</i>

*I authorize **Randolph County School System** to deposit my net pay to the account and bank indicated and to initiate any necessary adjustment entries to my account for any transactions credited to it in error.*

Please attach a canceled check, or bank letterhead showing routing number and account number for the account to be deposited in this space using transparent tape or staple.

Or

If deposited to your savings account, please attach a savings account deposit slip, or bank letterhead showing routing number and account number with transparent tape or staple.

<i>Employee Signature</i>	<i>Date</i>
	
<input type="checkbox"/> <i>I am authorizing Randolph County School System to cancel my direct deposit currently on file and understand <u>this must be done 30 days prior to cancellation.</u></i>	

<i>Employee Signature</i>	<i>Date</i>
---------------------------	-------------