

FLOYD COUNTY SCHOOL DIVISION

140 Harris Hart Road N.E.
Floyd, Virginia 24091

(540) 745-9400
FAX (540) 745-9496

AUTHORIZATION AGREEMENT FOR AUTOMATIC / DIRECT DEPOSITS

Before you submit this authorization, a representative of your banking institution must verify your account number, the bank's transit number, and sign in the boxed area provided at the bottom of this form. For the bank account you choose for deposit of your payroll, attach a voided check for checking account or a preprinted deposit slip for savings account. (See additional information/instructions on back.)

Employee Name _____ SSN _____

Address _____ City/State/Zip _____


Home Phone _____ Email _____ Work Phone _____

Check one of the following: *New Authorization* **Change Authorization*

(*Incorrect information given to the Payroll Dept. for a change could result in a fee to the employee.)

I (we) authorize Floyd County School Division to initiate credit entries to my account and the Depository indicated below. I also authorize the initiation of debit entries to my account for the purpose of adjustments for any errors resulting from a deposit or credit entry that has been made under this authorization for any amount that is not correct. This authorization is to remain in effect until the Floyd County School Division has received written notification of its termination in such time and in such a manner as to afford the school division's payroll office a reasonable opportunity to act on it.

Please return this form with a voided check to the Payroll Office.

Jane Doe	0000
1000 Main St.	Date _____
Anywhere, USA 10001	
	
Pay to	
The Order of _____	\$ _____
	Dollars
Memo _____	x _____
123456789 123456789 0000	

If a joint account, both parties must sign.

Employee's Signature _____ Date _____

Joint Party Signature _____ Date _____

NAME OF DEPOSITORY/BANK	ACCOUNT TYPE: (CHECK ONE) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
BANK/TRANSIT/ABA ROUTING No.	EMPLOYEE'S BANK ACCOUNT No.

TO BE COMPLETED BY BANKING INSTITUTION: I CONFIRM THE IDENTITY OF THE ABOVE-NAMED PAYEE AND THE ACCOUNT NUMBER. AS A REPRESENTATIVE OF THE ABOVE-NAMED FINANCIAL INSTITUTION, I CERTIFY THAT THE FINANCIAL INSTITUTION AGREES TO RECEIVE AND DEPOSIT THE PAYMENTS IDENTIFIED ABOVE.		
SIGNATURE OF FINANCIAL INSTITUTION	DATE	PHONE NUMBER

INSTRUCTIONS TO COMPLETE DIRECT DEPOSIT AUTHORIZATION

The method of payment for salaries/wages paid to all employees (including full-time, part-time, substitutes, and miscellaneous) of Floyd County Public Schools is by electronic direct deposit. Payments for salary will be electronically deposited to a banking facility of your choice. Once the posting of the deposit, employees will receive an electronic pay voucher of the funds via email notice. The electronic email will include an attachment of the pay voucher which will provide salary amount, deduction information and the net pay amount deposited. This service offers the availability of payroll funds in your bank account at the opening of business on the day that payroll is distributed.

Please complete the application for Direct Deposit using the following instructions. Submit the completed form to the Payroll/Benefits Office prior to the 15th of the month in which you receive your payroll voucher.

- Complete top portion of form: Name, Social Security number, Address, Home phone, Email address, and Worksite
- Check the box for *New Authorization* or *Change Authorization*
- Sign and date the form
- **If you have a joint bank account, the joint party must sign and date the form**
- **A representative of your bank must complete and sign the bottom section of the form providing verification of your account number and bank routing number**
- **Return the form with an attached voided check for checking account or a preprinted deposit slip for savings account**
- Incomplete forms with corrections will not be accepted.

If you do not currently have a bank account, information has been provided to our office by local area banks about their free checking and savings account services. Please feel free to stop by the School Board Office if you are interested in receiving this information.

If you have questions about direct deposit, please feel free to contact the Payroll/Benefits Department at 745-9400.