
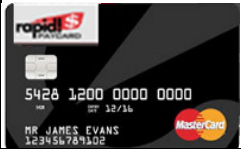




Authorization Agreement for Direct Deposit

Last Name:		First Name:		Middle Initial:
Employee I.D. / SSN:	Date of Birth:	Address:	City/State/Zip:	
Financial Institution Name:		Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Bank Routing Number:	City/State of Bank	Email:		
<p>*Please attach <u>one</u> of the following for Checking or Savings account (check one):</p> <input type="checkbox"/> Voided check with name imprinted (<i>no starter checks</i>) <input type="checkbox"/> Bank verification document with Account number and Routing number				

Rapid! PayCard

To be assigned by the bookkeeper and entered by Payroll Department)		
 	Account Number	Amount Net Pay \$ _____ (assigned by Payroll) <div style="border: 1px solid black; width: 50px; height: 30px; margin: 5px auto;"></div> Initials
	353- _____	
	CUSTOMER ID NUMBER	
	(Card ID on front of envelope)	
	Routing Number: 124085244	

Note: The direct deposit authorization can take up to two (2) pay periods to become effective. Your first check will be mailed to the address on file along with a pre-note of a zero balance to ensure the bank account and routing number listed above is correct. Please notify the Payroll Department immediately if the information on the pre-note is incorrect.

Employee Authorization

I hereby authorize The DeKalb County School District to initiate direct deposit of my wages/salary into my account at the financial institution listed above. My signature below indicates I am the accountholder and I will notify the Payroll department *immediately* of any changes to my account. Due to U.S. Financial Institution rules and regulations, I am aware that I must advise the Payroll department if my entire payroll amount will be forwarded to a bank in another country.

Signature: _____ Date ____/____/____

Please forward the completed form to:
 DeKalb County School District
Payroll Department
 1701 Mountain Industrial Boulevard
 Stone Mountain, GA 30083