



Facts about Direct Deposit

- ▶ You must provide accurate and legible bank information; any inaccuracies may result in a failed direct deposit and a delay in your pay. To ensure that your pay is deposited on time, have your bank verify the routing and account numbers.
- ▶ If direct deposit is to a checking account, a deposit slip cannot be substituted for a voided check because deposit slips may not have all the banking routing information needed for direct deposit.
- ▶ Your net pay will be deposited on payday. Your net pay may vary from one pay period to the next depending on changes in your pay, deductions, tax rates, hours worked, etc.
- ▶ You may receive checks for one or two pay periods after submitting this form. You should not, however, receive checks for more than two pay periods.
- ▶ You will receive a direct deposit voucher from the payroll office which gives you complete information including all deductions and the amount deposited to your account.
- ▶ If you wish to change banks or bank accounts, you must submit a new direct deposit authorization agreement form 30 days prior to when the changes will be effective.
- ▶ Direct deposit of net pay is mandatory for all employees as directed by the Board of Education.
- ▶ Payroll information is transmitted by the school system to your banking institution and is confidential and highly secure.
- ▶ You may utilize any financial institution that is a member of the Automated Clearing House.
- ▶ You may have your net pay deposited in either a checking or savings account.
- ▶ A receiving bank has no requirement to send you a confirmation of your deposit – it's the bank's decision. The overall objective in direct deposit is to reduce paper.
- ▶ The payroll office understands direct deposits and will investigate and resolve problems.
- ▶ The direct deposit authorization agreement allows the school system to send deposits to your financial institution. To make corrections for any deposits made in error to your account, we may request the money back through ACH reversal, but we will contact you in this event first.
- ▶ If you have any questions about how to complete the agreement or about direct deposits, contact the payroll office at 336-438-4056.



Alamance-Burlington
School System

Direct Deposit Authorization Agreement

Initial Enrollment

Change of Information

All changes of bank information must be received in payroll no later than the 15th of each month.

Complete all information and return this form to your school treasurer or to the payroll office. The deposit information will be confirmed through the banking system before the first automatic deposit is made; payroll checks will be issued until you receive the initial notice of deposit. **You must attach a voided check or documentation from your bank on their letterhead containing bank transit-routing and account numbers.**

Social Security Number	First Name	MI	Last Name
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Banking Institution Name	Account Number	Checking Account
		Savings Account

For Change to Existing Information Only:

If changing banks, print name of former bank:	If changing name, print former name:
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I authorize the Alamance-Burlington 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 transaction credited to it in error.	
Employee Signature	Date

Attach a Voided Check for Checking Account Deposits OR attach documentation from your bank on their letterhead with your account information.