

Washington County Board of Education
210 N. Harris Street * PO Box 716 * Sandersville, Georgia 31082

Authorization Agreement for Direct Deposit of Net Pay

Section 1 (Must be completed for all actions.)

Name of Employee _____

Social Security Number _____ - _____ - _____

Type of Action: Enrollment Re-enrollment Change Discontinue Enrollment

Section 2 (Must be completed for enrollment, re-enrollment or change.)

I hereby authorize the Washington County Board of Education to deposit my net pay directly into my bank checking or savings account with:

(Name of Bank)

NOTE: Be sure to attach a voided check with the account number circled.

If I change banks or my bank account, or if I choose to discontinue my participation in the Direct Deposit of Net Pay Program, I understand that I am responsible for submitting immediate written notification of the change to the Washington County Board of Education Payroll Department.

I recognize that direct deposit of my net pay shall be made by electronic means. Further, I acknowledge that the responsibility of the Washington County Board of Education to provide my regular net pay shall be satisfied by the Board providing a correct credit entry in accordance with the automatic deposit agreement between the Washington County Board of Education and any bank through which the Board has a direct payroll deposit agreement.

I understand that my participation in the Direct Deposit of Net Pay Program is subject to the conditions on the second page of this form.

Employee Signature

Date

Section 3 (Must be completed to discontinue in the Direct Deposit of Net Pay Program effective immediately.)

Employee Signature

Date

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Instructions for Authorization Agreement for Direct Deposit of Net Pay

1. The Direct Deposit of Net Pay Program is available to eligible employees of the Washington County Board of Education.
2. Deposit of net pay may be made to either a checking or savings account.
3. There are certain checks which *will not* be automatically deposited to an employee's account but will be delivered to the employee. These checks include:
 - (a) The first check following enrollment of an eligible employee.
 - (b) The first check following any change in an employee's bank account including a change of banks.
4. Each employee participating in this program will continue to receive a paycheck voucher (stub) for each pay period.
5. When preparing this form please be sure to make a copy for your records and submit the original form along with a voided check or deposit slip with the account number circled to the Payroll Department.