



# Direct Deposit

All Claiborne County Department of Education employees must enroll in *Direct Deposit*.

**Here's how *Direct Deposit* works:**

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement. *Direct Deposit* is safe, convenient and easy. Complete the attached authorization form and return it to the Payroll Department.

*The authorization form, which is provided below gives your company and your financial institution authority to deposit your pay to your account.*

**All you need to do is:**

1. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
2. Fill in your name, financial institution name and location, and date.
3. **Attach a voided check** for verification of all financial institution information. If you are unable to attach the voided check, please fill in your account number.

**NOTE: Be sure to sign the Form!**

## EMPLOYEES AUTHORIZATION

Please fill out and return to the Payroll Department

### AUTHORIZATION FOR DIRECT DEPOSIT

I authorize **CLAIBORNE COUNTY BOARD OF EDUCATION** to initiate electronic credit entries, and if necessary debit entries and adjustments for any credit entries in error to my Checking Account or Savings Account each pay period. I acknowledge that the origination of AVH transactions to my account, must comply with the provisions of U.S. Law. This authority is will remain effect until I have cancelled it in writing.

Date \_\_\_\_\_

Financial Institution Name (please print) \_\_\_\_\_

Account Number at Financial Institution \_\_\_\_\_

Financial Institution Routing/Transit Number \_\_\_\_\_

Financial Institution City and State \_\_\_\_\_

Signature \_\_\_\_\_

Staple Voided Check Here