

# Authorization Agreement for Direct Deposit of Payroll

Enrollment    Cancellation    Change

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department/School: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_ (9 digit number on lower left hand corner of check)

Account Number: \_\_\_\_\_       checking       savings

I hereby authorize Frederick County Public Schools to deposit my net salary to the account described above and (hereinafter called the "Bank") to credit such account.

This Authorization Agreement is to remain in full force and effect until my employer and the Bank each have received written notification of its termination from me, in such manner as to afford my employer and/or the Bank, as the case may be, a reasonable opportunity to act on it. This Authorization Agreement may also be terminated by my employer.

In the event that the Payroll Department notifies the bank that funds to which I am not entitled have been deposited in my account inadvertently, I hereby authorize the bank to return said funds to the Payroll Department of my employer as soon as possible.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## DIRECT DEPOSIT FORM INSTRUCTIONS

If you are changing the account number with your current bank, there will be no interruption with the direct deposit of your pay.

If you are switching to a new bank, the following will occur:

Upon receipt of your new direct deposit account number we will terminate the "old" account in our system and enter the new data. *This will result in you receiving an actual paycheck on the next scheduled pay.* Our bank requires that we process a "pre-note", which is a trial run, on your new account data. If data supplied is accurate, we will start your direct deposit into the new account the pay period after you received an actual check. If there are any problems with the pre-note data, you will be contacted by the Payroll Department.

Employee is responsible for written notification to Payroll Department for any direct deposit account changes. Returned deposits will be reprocessed on the next regular pay cycle. **NO off cycle checks** will be issued due to employee not properly notifying the payroll office of account changes.

**\*\*\* NOTE: Your direct deposit can only be deposited to one account. \*\*\***