

# WAYNESBORO PUBLIC SCHOOLS

## DIRECT DEPOSIT AUTHORIZATION FORM

*(RETURN TO THE PAYROLL DEPARTMENT)*

Social Security Number/EE ID Number	Name (First)                      (MI)    (Last)
Address (Street)	(City)                                      (State)                      (Zip)
School/Department	Home/Cell phone #                      Work #

Financial Institution	
Routing Number	Account Number

I hereby authorize Waynesboro Public Schools to automatically credit my (check one)

Checking Account
  Savings Account

**THIS AUTHORIZATION IS NON-NEGOTIABLE AND NON-TRANSFERABLE.**

I understand that this authorization will be in effect until I notify Waynesboro Public Schools in writing that I no longer desire this service, allowing them reasonable time to act on my notification (as specified by policy regarding payroll due dates). If monies to which I am not entitled are deposited to my account, I authorize my employer to reverse the deposit.

**Signature**

**Date**

Direct deposit does not start immediately. The first payroll will be by check while routing and account numbers are verified. Once verified correct the following payroll will be by direct deposit. This is the case for new enrollment or if routing numbers change. Do not close bank account until payroll is notified so direct deposit can be stopped.