

**PAYROLL INFORMATION**

**CHOOSE DIRECT DEPOSIT OR SUMNER COUNTY SCHOOLS ISSUED VISA® PAYCARD**

**\*  I UNDERSTAND AND ACKNOWLEDGE THAT I MUST ENROLL IN DIRECT DEPOSIT (CHECKING OR SAVINGS) FOR PAYROLL PURPOSES OR SUMNER COUNTY BOARD OF EDUCATION WILL ISSUE TO ME A VISA® PAYCARD FOR PAYROLL PURPOSES.**

**DIRECT DEPOSIT**

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT (ACH CREDITS) EFFECTIVE DECEMBER 1, 2015

\*I hereby authorize the Sumner County Board of Education Finance Department to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my: (mark one)

Checking

Savings

Sumner County Schools Issued Visa® PayCard

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To participate in DIRECT DEPOSIT you must complete the information below:

I authorize the depository named below, herein called DEPOSITORY, to debit and/or credit the same to such account. I also acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. Law.

Depository Name (YOUR BANK)

(Where acct was opened if known)

Branch

City

State

Routing Number

(000011110) (000011110)

Account Number

(000011110) (000011110)

This authorization remains in full force and effect until the Sumner County Board of Education Finance Department has received written notification from me of its termination in such time and in such manner as to afford the Sumner County Board of Education Finance Department and DEPOSITORY a reasonable opportunity to act on it.

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\*LEGAL First Name:

LEGAL Middle Name:

\*LEGAL Last Name:

\*Social Security Number:

**\*\*FINAL STEP: A VOIDED CHECK OR BANK VERIFICATION OF SAVINGS ACCOUNT MUST BE RECEIVED IN PAYROLL BEFORE YOUR DIRECT DEPOSIT CAN BE COMPLETED.**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_