



Payroll Department
Automatic Payroll Deposit

The School Board provides you the opportunity to have your net pay automatically deposited into your checking account. Each payday morning funds would be in your account.

To participate, you must accurately complete this authorization form and submit one of your checks with your name and the complete set of numbers clearly showing. Be sure to write VOID in large letters on the face of the check. The submission of this check is necessary so that the Automated Clearing House can validate the bank number and the bank can validate your account number. You may fax to 844-459-6690.

If you have a change in your bank account that may affect your direct deposit, or if you have more than one job with the School Board, it is important that you notify the Payroll Department. This will assure that all checks are deposited correctly. NEVER close an account close to a payday without notifying our office.

There will be a delay of at least one pay period (or occasionally two pay periods) between the time you submit your authorization and the pay period in which your check will be automatically deposited. During this time you will continue to receive regular payroll checks until automatic deposit occurs. If you have any questions, please call your payroll specialist. Dee Dee: 955-7660, Lana: 955-7662 or Kassie: 955-6876.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

I hereby authorize the School Board of Alachua County to initiate credit entries and, if necessary, to initiate debit entries and adjustments for any credit entries in error to my checking account indicated below, and the depository named below to credit and/or debit the same to such account.

Please Print

Employee Name: Employee I.D.:

Contact Phone Number: Early Retiree: Yes No

Bank Name:

Bank Account Number: Checking Savings

Signed: Date:

Send to the attention of: Payroll Department / District Office or fax to 844-459-6690