

# JEFFERSON COUNTY EDUCATION SERVICE DISTRICT

## DIRECT DEPOSIT AUTHORIZATION –

NEW ACCOUNT  ADDITIONAL ACCOUNTS

To initiate direct deposit, please complete the authorization section below and return this form to the Office Manager at the Jefferson County Education Service District.

- ✓ You must attach a “VOID” check (if selecting Checking) or a **LETTER FROM YOUR BANK** for verification of all financial institution information.
- ✓ Please sign and date the form

**NOTE:** *Your pay will be automatically deposited into your account on the scheduled pay date. The amount of deposit will appear on you bank statement.*

### AUTHORIZATION FOR PAYROLL DIRECT DEPOSIT

Employee Name	Social Security Number (last four) <b>XXX-XX-</b>
Company Name <b>JEFFERSON COUNTY EDUCATION SERVICE DISTRICT</b>	Account Names

I hereby authorize **JEFFERSON COUNTY EDUCATION SERVICE DISTRICT** (the DISTRICT) to initiate credit entries as select below:

**Select one:**  **CHECKING** account  Net Amount or Additional Deposit of \$ \_\_\_\_\_  
 **SAVINGS** account  Net Amount or Additional Deposit of \$ \_\_\_\_\_

Indicate below the depository named (the DEPOSITORY) to credit these entries to:

#### DEPOSITORY

Financial Institution	Account Number
Branch	City / State / Zip

This authority is to remain in full force and effect until the DISTRICT has received written notification from me of its termination, at least 2 weeks before the next pay period or upon termination of employment.

I understand that by signing this document, I give the JEFFERSON COUNTY EDUCATION SERVICES DISTRICT “my express consent” to **deliver my pay stub electronically** to my district e-mail. If I wish to opt out of having my direct deposit voucher e-mailed, I accept that my pay check will be delivered by “paper check”, which I must pick up at the District office, no earlier than the scheduled pay date.

Signature	Date
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