



DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Frederick
County
Public
Schools

EMPLOYEE INSTRUCTIONS:

1. Use this form to initiate the direct deposit of your net pay and to initiate any optional deposits.
2. If your bank account is a **CHECKING** account, attach a **check marked "VOID"** to this sheet.
3. If your bank account is a **SAVINGS** account, attach a **pre-printed DEPOSIT** slip with your account information **OR** obtain the routing and account information from your bank and complete the appropriate boxes below.
4. **See other side for additional information concerning Direct Deposit.**

Employee Name (Please Print — First, MI, Last)

Employee Number

Employee Phone Number

Effective Date

Social Security Number

DEPOSIT OF NET PAY

☐ **Net Pay** to a Banking Institution

Name of Depository Bank, Credit Union, Financial Institution

Attach
voided check
(if checking
account) or
preprinted
deposit slip
(if savings
account)
here.

Bank/Transit/ABA Routing Number

Depositor Account Number

☐ Checking ☐ New
☐ Savings ☐ Change

OPTIONAL

☐ Flat Amount to a Banking Institution

Name of Depository Bank, Credit Union, Financial Institution

Attach
voided check
(if checking
account) or
preprinted
deposit slip
(if savings
account)
here

Bank/Transit/ABA Routing Number

Depositor Account Number

☐ Checking ☐ New Amount _____
☐ Savings ☐ Change to Amount _____

OPTIONAL

☐ Flat Amount to a Banking Institution

Name of Depository Bank, Credit Union, Financial Institution

Attach
voided check
(if checking
account) or
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deposit slip
(if savings
account)
here

Bank/Transit/ABA Routing Number

Depositor Account Number

☐ Checking ☐ New Amount _____
☐ Savings ☐ Change to Amount _____

I authorize Frederick County Public Schools (FCPS) and the bank(s) indicated above to deposit the assigned amount of my pay automatically into my savings or checking account(s) each payday. If money to which I am not entitled is deposited into my account, I authorize Frederick County Public Schools to direct the bank(s) to return those funds. I have read the information about direct deposit on the reverse side of this form. It is further understood that FCPS has the authority to inactivate any or all of the specified deposits when there is not enough net pay to satisfy the above request(s).

Signature of Employee


Date

For Payroll Use Only:

Input by: _____

Date: _____

Understanding Direct Deposit

- ☐ If you have direct deposit of net pay, all payments including those for temporary assignments, will be direct deposited.
- ☐ If you have elected either of the optional deposits, these deposits will be deducted from all regular monthly payments. They will not be deducted from payments run through the "special" payrolls.
- ☐ You must provide accurate and legible bank information; any inaccuracies may result in a failed direct deposit and a delay in your pay. To ensure that your pay is deposited on time, have your bank verify the routing and account numbers.
- ☐ If direct deposit is to a checking account, a deposit slip cannot be substituted for a voided check because deposit slips may not have all the bank routing information needed for direct deposit.
- ☐ If you decide to use an account such as a money market account from a brokerage or mutual fund company, you should contact the company and request their bank/transit/ABA routing number and your individual account number.
- ☐ Your pay advice or pay stub portion of your check provides detailed information about your pay, deductions, leave balances, and direct deposits.
- ☐ You should check with your bank each pay period to ensure that the direct deposit was made prior to making financial transactions that are dependent on those funds.
- ☐ If you wish to change banks or bank accounts, change deposit amounts, or stop a direct deposit, you must submit a new direct deposit authorization by the second Saturday of each month to assure the change becomes effective for a particular pay period.
- ☐ It is recommended that you check your direct deposit information if you change your employment status (for example, return to FCPS after an extended absence), as your direct deposit information may be invalid.
- ① If you have questions about how to complete the form or about the direct deposit program, please contact the Payroll Department at (540) 545-2439, x88230 or x88214.
-  Return this form by courier or by U.S. Mail to:

Frederick County Public Schools
Payroll Department
1415 Amherst Street
Winchester, VA 22601