

**AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION
DIRECT DEPOSIT**

Whitfield County Schools

☐ New Direct Deposit Employee

☐ Change of Account Status

I do hereby authorize the Whitfield County School District hereinafter referred to as the School District, to initiate credit entries to the account indicated below, and to initiate corrective reversal entries (debits) to the account indicated below in the event any credit entries are originated in error.

Name of Bank or
Financial Institution: _____

Location of Bank or Financial Institution:

City _____ State _____ Zip _____

Routing/Transit Number - (First nine digits before account number) _____

Account Number _____

Please specify **only one**: Checking Account _____ Saving Account _____

This authority is to remain in effect until the School District has received my written notification of its termination in such time and in such manner as to afford the School District a reasonable opportunity to act upon it. Rules and regulations governing this process may be changed by the School District at any time if deemed necessary. **All information contained on this document is confidential.**

Employee Name _____ Social Security Number _____

Date _____ Signature _____

**STAPLE VOIDED OR CANCELED CHECK BELOW
NO DEPOSIT TICKETS**

FREQUENTLY ASKED QUESTIONS REGARDING DIRECT DEPOSIT

(Revised 5/1/2007)

When can I sign up and/or make changes to direct deposit?

The open enrollment for direct deposit is September 1st through May 15th each year. We will not be able to make changes to the transmission during the summer months (June-August). We ask that you limit changes to your deposit to two per school year. By eliminating the number of changes, we may better meet the needs of all employees of the Whitfield County Board of Education.

Can I use the bank/financial institution that I am currently using?

Yes, Wachovia Bank will transmit the funds to any bank/financial institution. Often, benefits are offered to those customers who use direct deposit. Contact your bank/financial institution for more information.

When will the funds be available?

The funds will be transmitted to your account by 7:30 a.m. the morning of payroll.

Can I send money to more than one bank/financial institution?

No, our software can only make one transmission of funds for each employee.

Can I split my deposit between checking and savings?

No, you must choose one account to receive the direct deposit. However, you may payroll deduct a specified amount of money to be transmitted to the Georgia Federal Credit Union. The remainder of your net (after the payroll deducted amount) will then be direct deposited.

Do I need to notify the payroll department if I have any account/employment changes?

Absolutely, in order for the funds to be transmitted to the correct account, we must know any changes (closed account, switching banks) as soon as possible. Please be mindful of the open enrollment period discussed in the first question listed above.

Will I still receive my check stub?

Yes, the check stub will still have the same information (taxes, benefits, leave, etc.).

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