

ROBERTSON COUNTY PAYROLL DIRECT DEPOSIT AUTHORIZATION

Please attach voided check (FOR CHECKING ACCOUNT)
or savings deposit slip (FOR SAVINGS ACCOUNT) to this area
MUST SHOW THE ACCOUNT NUMBER AND ROUTING/TRANSIT NUMBER FOR THE ACCOUNT

I authorize the Robertson County Finance Office each payday to deposit my net pay automatically. This authorization will remain in effect until I have cancelled it in writing and permitted two(2) paydays for the cancellation to be implemented. Authorization forms received by the Robertson County Finance Office to initiate direct deposit will not take effect until at least the second payday subsequent to the receipt of the authorization form. There is an automatic one payday delay for any changes or updates to direct deposit information. The new and/or updated direct deposit authorization form must be processed and verified the first payday before the funds can be direct deposited into the account the following payday. In the event funds to which I am not entitled are deposited to my account, I hereby authorize Robertson County Finance Office to direct the bank to return said funds immediately.

IMPORTANT!!!

Please notify our office immediately of closed or changed accounts to avoid any delay in your receipt of payroll funds.
(Understand that if your bank account is closed or changed after payroll has been processed, you will not be paid on time, and your pay will be delayed.)

Employee's Name: _____

Social Security No: _____

Employee's Bank or Financial Institution: _____

Routing Number: _____

_____ **Checking Account**
(Check Only One)

_____ **Savings Account**

Account Number: _____

**Monthly Board of Education July paychecks will not be deposited until July 25th.
ALL DIRECT DEPOSIT CHANGES REQUIRE A NEW COMPLETED FORM.
ALL DIRECT DEPOSIT CANCELLATIONS REQUIRE WRITTEN AUTHORIZATION.**

Employee Signature: _____ (must have original) Date: _____

**A VOIDED CHECK for a checking account OR SAVINGS DEPOSIT SLIP for a savings account
FROM YOUR BANK SHOWING THE ACCOUNT NUMBER AND ROUTING NUMBER MUST BE ATTACHED!**

FOR USE BY FINANCE OFFICE

Date Rec'd by Finance Office: _____

Prenote Date: _____