

Cumberland County Schools DIRECT DEPOSIT AUTHORIZATION

1) Date: _____ Check one: () New Form () Change Form

2) Name: _____

3) School Name: _____

4) Phone Number: _____

5) Employee Id# or SSN#: _____

6) Bank Name: _____

7) Please check one: (Must include the requested documents to be processed)

() Deposit into my checking account. *A voided check or photocopy from this account **Must** be attached to this direct deposit form.*

() Deposit into my saving account. *A personalized deposit or withdrawal ticket or a copy of your savings account card **Must** be attached to this direct deposit form.*

I hereby authorize Cumberland County Schools to initiate direct deposit of my payroll checks to the account listed above. I understand this authorization applies to all payroll checks issued by Cumberland County Schools to me any time during the school year. **If I choose to change my account or my bank, it is my responsibility to notify payroll of such action, in order to prevent a delay in receiving my paycheck. For any change in your direct deposit, please complete a “Direct Deposit Authorization” form. Bank account changes for employees are due to Payroll by the end of month prior to the change.**

Employee Name

Date

****Note****- Direct Deposit is mandatory for all Cumberland County School employees. Direct Deposits generally become effective with the second pay check issued after the direct deposit form is received in the Payroll Office. Please verify your pay stub to ensure your paycheck was a direct deposit.

Please send this form via school courier to CCS Payroll. For questions, please call 678-2360 or Fax form to 678-7005.