

Wilkes County Schools
North Wilkesboro, NC 28659

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY

Instructions: Complete all items and return to your payroll office. This deposit information will be confirmed through the banking system before the first automatic deposit is made: payroll checks should be expected until you have received the initial notice of deposit. **NOTE:** Be sure your attached cancelled check contains both transit-routing and your account number.

All changes of banking information must be furnished no later than the **10th** day of the month.

<u>Social Security Number</u>	<u>First Name</u>	<u>MI</u>	<u>Last Name</u>
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<u>Bank Name</u>	<u>Bank Location</u>
For Deposit to: (indicate one by checking)	
Checking Account () Money Mkt. ()	Savings Account ()
Checking / Money Mkt. Account Number# _____	Savings Account Number# _____
Indicate Charge When Applicable	
If Changing Banks: write former bank names _____	If Changing Names: write former name _____

I authorize the **Wilkes County Schools** to deposit my net pay to the account and bank indicated and to initiate any necessary adjustment entries to my account for any transactions credited to it in error.

Employee Signature **Date**

NOTE: Please return to Wilkes County Schools Payroll Dept.