

THE SCHOOL DISTRICT OF GEORGETOWN COUNTY
DIRECT DEPOSIT PROGRAM
(Mandatory)

****Authorization Agreement Forms that do not have VOIDED checks or account ID cards CANNOT be processed. Please read the following information carefully. ****

- The direct deposit form must be completed in its entirety and turned in to Trevada Granberg in the Payroll Office at 436-7104.
- You can deposit money in up to three accounts anywhere in the United States.
- You will get a stub that gives all pay information, deductions, taxes and to which of your accounts money was deposited. Your deposit will show on your monthly bank statement.
- Supplemental checks will be direct deposited. If you designate a savings account or other account with a specified dollar amount instead of NET, the supplemental check will go into the account with the specified dollar amount. The computer automatically does this, and there is no way it can be changed.
- If you want to have your deduction to Heritage Trust Credit Union direct deposited and you already have a payroll deduction with Heritage Trust, you must cancel the payroll deduction to avoid double deposits to Heritage Trust. Contact Bette Bryson at 436-7086.
- If you wish to deposit money with the Georgetown Kraft Credit Union savings account, we are aware that they do not provide savings deposit slips.
- If opening a brand new account, make sure the bank gives you a card showing your new account number.
- In most cases, your direct deposit will take effect two pay periods after you have signed up.
- **DO NOT CLOSE ANY ACCOUNTS** until you have talked with Trevada Granberg in the Payroll Office at 436-7104.
- If you have questions about Direct Deposit, please contact Trevada Granberg in the Payroll Office at 436-7104.