

**GEORGETOWN COUNTY SCHOOL DISTRICT
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS)
AND DEPOSIT REVERSALS (DEBITS)**

Have you ever been on direct deposit with our School District Yes: No:

Check here if changes are to be made. If checked, please complete below **exactly** as you wish your total payroll check(s) to be deposited.

TO CANCEL DIRECT DEPOSIT COMPLETELY, CHECK HERE

I (We) hereby authorize Georgetown County Schools, hereinafter called the COMPANY, to initiate credit entries to my (our) checking and/or savings account(s) listed below and the bank named below, hereinafter called the DEPOSITORY, to credit the same to such account. In the event of overpayment to my account. I (we) authorize the COMPANY to make any adjusting debit entry to my (our) account up to the amount of overpayment.

For deposit into SAVINGS ACCOUNT Copy of Deposit Slip or ID Card REQUIRED**

Depository (BANK) Name: _____ Branch: _____

City: _____ State: _____ If you wish to deposit remainder of check, enter "NET" below. If not, specify the amount you wish to deposit: _____

Savings Account Number: _____

**DO NOT WRITE IN THIS SPACE
PERSONNEL USE ONLY**

Routing Number: _____

Account Number: _____

For deposit into CHECKING ACCOUNT COPY OF VOIDED Check REQUIRED*****

Depository (BANK) Name: _____ Branch: _____

City: _____ State: _____ If you wish to deposit remainder of check, enter "NET" below

Checking Account Number: _____ Amt. of Deposit: _____

**DO NOT WRITE IN THIS SPACE
PERSONNEL USE ONLY**

Routing Number: _____

Account Number: _____

For Deposit into OTHER ACCOUNT Copy of VOIDED CHECK, Account ID, etc. REQUIRED**

Depository (BANK) Name: _____ Branch: _____

City: _____ State: _____ If you wish to deposit remainder of check, enter "NET" below

Account Number: _____ Amt. of Deposit: _____

**DO NOT WRITE IN THIS SPACE
PERSONNEL USE ONLY**

Routing Number: _____

Account Number: _____

This authority is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY a reasonable opportunity to act on it.

Employee SIGNATURE (REQUIRED): _____ SS# _____

Print Name: _____ School/Dept. _____

Home Address: _____ Date of Application _____

THE SCHOOL DISTRICT OF GEORGETOWN COUNTY

DIRECT DEPOSIT PROGRAM

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

- If you are interested in the direct deposit program, this form must be completed in its entirety and turned in to Stephanie Barrineau in the Payroll Office at 436-7084,
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- 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 through the Benefits Office, you must cancel the payroll deduction through the Benefits Office first to avoid double deposits to Heritage Trust.
- 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 Stephanie Barrineau in the Payroll Office at 436-7084.
- If you have questions about Direct Deposit, please contact Stephanie Barrineau in the Payroll Office at 436-7084.