



# DIRECT DEPOSIT AUTHORIZATION

Attach Voided Check Here

## DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

1. Please attach a pre-printed voided check that we may verify your account number.
2. The Federal Reserve Bank requires that certain events take place before an employer may deposit your pay directly to your bank account:
  - a. You, the employee must sign an authorization form.
  - b. We, the Clarksville-Montgomery County School System, must send through the Federal Reserve Bank, a pre-notification record. A pre-notification record is simply a test to verify that your deposit will go to the correct bank and the correct account.
  - c. The receiving bank will inform us of any invalid accounts. We will correct and process the pre-notification again.
3. Direct Deposit will take place on the second pay day following the receipt of your authorization form by the Payroll Office and positive verification of the pre-notification record by bank.

Name and Address of Bank:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bank Account Number

\_\_\_\_\_

SAVINGS  CHECKING

Employee's Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Employee's Address: \_\_\_\_\_

Work Location: \_\_\_\_\_

I (we) authorize the Clarksville-Montgomery County School System to initiate credit entries to my (our) account indicated above.

This authorization is to remain in full force and effect until Clarksville-Montgomery County School System has received written notification from me (or either of us) of its termination in such time and in such manner as to afford the Clarksville-Montgomery County School System reasonable opportunity to act on it.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_