



# DIRECT DEPOSIT AUTHORIZATION

Name and Address of Bank:

SAVINGS   
  CHECKING   
  Bank Account Number

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's Name: _____
Employee's Address: _____
Social Security Number: _____ - _____ - _____
Work Location: _____

Signed \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: PLEASE FOLLOW INSTRUCTIONS ON BACK OF THIS FORM.**

# 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.**