

DIRECT DEPOSIT

You can have your paycheck automatically deposited in your checking or savings account on payday. You don't have to change your present banking relationship to take advantage of this service.

Direct Deposit will help you in many ways:

- Save trips to your financial institution.
- Save time depositing your checks – no waiting in long lines on payday.
- Eliminate the possibility of lost, stolen, or forged checks.
- Deposit your money faster – reducing the possibility of overdrafts.
- Deposit your money, even if you're on vacation, sick, or away on business.

Here's how Direct Deposit works:

On payday, you'll receive an earnings statement, which shows gross pay, taxes, other deductions, and net pay. Your money will be deposited in your account. The amount of the deposit will appear on your bank statement. We believe you'll like the added convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient, and easy. To take advantage of this service, please complete the attached authorization form and return it to the payroll department.

The authorization form below gives your company and your financial institution the authority to deposit your pay to your account. Simply complete the form to take advantage of Direct Deposit.

1. Mark the account-type to indicate whether your pay should be deposited to your checking or savings account.
2. Fill in your name and date and sign the form.
3. Attach a **voided check** for verification of all financial institution information. If checks are not available, your financial institution can provide a form with the necessary information for you.

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EMPLOYEE'S AUTHORIZATION – Please fill out and return to the payroll department.

I authorize my employer, the Charlton County School System, and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries, which were incompletely funded by my employer or for any credit entries otherwise in error to my _____ checking account _____ savings account each payday. (check only one)

The authority will remain in effect until I cancel it in writing.

Date	Name (Please Print)	Signature
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Staple voided check here.