

**GRANT COUNTY BOARD OF EDUCATION
Direct Deposit Authorization Note**

- Please complete this form and return it to the payroll department.
- Be sure to include a voided (Cancelled) check from your checking account and/or a deposit slip for your savings account, whichever is applicable. The details from the check / deposit slip will be used to verify the account details.
- You also have the option to deposit a part of your net pay into a secondary account, such as savings or credit union account. Please specify the dollar amount from your net pay that should be deposited in your secondary account.

Name:	Social Security Number:

PRIMARY ACCOUNT INFORMATION
Your Bank / Financial Institution:
City/State

SECONDARY ACCOUNT INFORMATION
Your Bank / Financial Institution:
City/State

Routing Number

Primary Account Number

Please check the applicable option:
Checking <input type="checkbox"/> Savings <input type="checkbox"/> Pay Card <input type="checkbox"/>

Routing Number

Secondary Account Number

Dollar Amount \$

Please check the applicable option:
Checking <input type="checkbox"/> Savings <input type="checkbox"/>

Attach Voided Check(s) / Deposit slip here.

I authorize Grant County Board of Education and the above Financial Institution to deposit my net pay and/or flat amount automatically into my account(s) each pay period, and to initiate any necessary adjustments for entries made in error to my account.

(Signature)

(Date)