



# Vance County Schools

Payroll Section  
Authorization for Automatic Deposit of Net Pay

Instructions: Complete all items and return to person responsible for payroll at your school. Departments should collect forms and return to payroll. The deposit information will be confirmed through the banking system before the first automatic deposit is made; paper check should be expected until you have received the initial notice of deposit.

First Name  MI  Last Name  Last 4 Digits of SSN

Bank Name  City

Indicate Account Type:  Checking Account  
 Savings Account

**A BLANK CHECK (MARKED "VOID") FOR YOUR CHECKING ACCOUNT OR SAVINGS ACCOUNT DEPOSIT SLIP IS REQUIRED. PLEASE ATTACH BY STAPLING HERE. SIGNATURE/DATE REQUIRED BELOW.**

I Hearby authorize Vance County Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account and depository named above, hereinafter call DEPOSITORY, to credit and/or debit the same to such account.

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

Date \_\_\_\_\_