

**DAVISS COUNTY PUBLIC SCHOOLS
DIRECT DEPOSIT AUTHORIZATION FORM**

NAME _____ **EMP#** _____

_____ **New Account** _____ **Change Account Number** _____ **Change Bank & Account**

Direct Deposit of your “Net Pay = Full Check”

| Bank Name | Account Number | Checking | Savings |
|------------------|-----------------------|-----------------|----------------|
| | | | |

In addition to a “Net Pay” deposit, you may have up to 3 separate deposits to different banks or accounts. The amount must be a specific dollar amount not a percentage.

_____ **Add Additional Account** _____ **Change Amount** _____ **Delete Additional Account**

| Bank Name | Account Number | Checking | Savings | Amount |
|------------------|-----------------------|-----------------|----------------|---------------|
| | | | | |
| | | | | |
| | | | | |

For verification of routing numbers we require a voided check or a copy of a bank issued account ID card for each account. **A deposit ticket can't be accepted. Check stubs will be emailed to your Daviess County School's Email Account.**

SIGNATURE

DATE

*****Due to bank policies, we are required to send a test file on all new direct deposit accounts therefore; it will be two pay-checks from the date the form is submitted before the direct deposit is active.***