

_____ **NEW**

_____ **CHANGE**

***AUTHORIZATION FOR AUTOMATIC DIRECT DEPOSIT OF
PAYROLL***

I authorize my employer, Hawkins County Board of Education, to deposit my entire net pay automatically to my account(s) identified below each payday. Adjusting entries to correct errors are also authorized.

Employee Name _____
(Please Print)

Address _____

City _____ State _____ ZIP _____

Signature _____ Date _____

INFORMATION REQUIRED TO SET UP DIRECT DEPOSIT

Financial Institution #1 _____

City _____ State _____ Amount \$ _____
or net pay

Transit/ABA # _____ *Account # _____
*Please attach a voided check Checking or Savings

Financial Institution #2 _____

City _____ State _____ Remaining net pay

Transit/ABA # _____ *Account # _____
*Please attach a voided check Checking or Savings