

**Jefferson County Board of Education  
Request for Direct Deposit  
Of my Paycheck**

I, \_\_\_\_\_, request the board to *directly deposit* my payroll check to the  
(Please Print)

following bank and account number:

**Do not use staples**

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Please attach a voided check with correct account numbers.

Checking

Savings

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature: \_\_\_\_\_

School: \_\_\_\_\_

Employee # \_\_\_\_\_

See upper left hand corner of payroll check for employee #.

Date: \_\_\_\_\_

Please check the correct box:

This is a new application.

I am already on Direct Deposit but need to make a change in a checking account number and/or bank.