



## Dodge County Board of Education

720 College Street • Eastman, Georgia 31023

(478)374-3783 Office/(478)374-6697 Fax

### Direct Deposit / ACH Credit Authorization

ID Number	Last Name		First Name		Middle Name
Current Address	New?	City	State	Zip Code	
Primary Phone Number	Secondary Phone Number	Email Address	New?	Employee Title	

### Instructions to Start or Stop Direct Deposit

**Please Note:** If requesting more than one account for Payroll deposit transactions you must indicate which account your Accounts Payable Employment Related Expense Reimbursements and Travel Advances will be routed to **OR** Accounts Payable transactions will default to the financial institution that receives your "Balance of Net Pay".

**A voided check must be attached for each account (no deposit slips, please).** ☐

	First Account	<input type="checkbox"/> Start <input type="checkbox"/> Stop	Second Account	<input type="checkbox"/> Start <input type="checkbox"/> Stop
Select Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Indicate if your Account is	<input type="checkbox"/> Personal <input type="checkbox"/> Business		<input type="checkbox"/> Personal <input type="checkbox"/> Business	
Name of Financial Institution				
Routing Number				
Account Title				
Account Number				
Financial Institution Location				
Enter Deposit Amount	<input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Balance of Net Pay		<input type="checkbox"/> Fixed Amount \$ _____ <input type="checkbox"/> Balance of Net Pay	
<b>International ACH Transaction (IAT) Statement</b> You must check the appropriate box to complete this statement.	The <b>entire</b> amount of my payment via direct deposit to a U.S. financial institution <input type="checkbox"/> <b>is</b> <input type="checkbox"/> <b>is not</b> being transferred/forwarded to a financial institution <b>outside the U.S.</b>			

### Employee Acknowledgement and Authorization

<ul style="list-style-type: none"> <li>I authorize Dodge County Board of Education to initiate electronic credit entries for the purpose of <b>Payroll transactions and Accounts Payable Employment Related Expense</b> and if necessary, make debit entries and adjustments to reverse any credit entries made to my account(s) in error.</li> <li>I acknowledge that the origination of ACH transactions to my account must comply with the provisions of Georgia and U.S. law.</li> <li>I understand that this ACH authorization will remain in effect until I cancel it in writing with Human Resources.</li> </ul>	
Employee Signature	Date