



Currituck County Schools

A Beacon for Excellence in Education

HUMAN RESOURCES DEPARTMENT
ANNE MACKIN, DIRECTOR

Automatic Deposit of Net Pay

Complete all information and bring this form with you to New Employee Processing. You must attach a voided check or savings account deposit slip which has both the bank transit-routing and account numbers.

Name _____

Social Security Number _____

Bank Name _____

Deposit Method (Please check) _____ Checking Account
_____ Saving Account

I hereby authorize Currituck County Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated on below documentation:

***** Attach a voided check here for the checking account or a savings deposit slip*****

Signature _____ Date _____

NOTE: The first month you sign-up for direct deposit will be done on a “pre-note”. This means you will receive a “live” check. The following month your check will be deposited electronically.

PLEASE NOTE: This information will be placed in your Finance file