

DIRECT DEPOSIT SIGN-UP FORM
(Required For Payroll Processing)

In order to receive pay from Rock Hill Schools an employee must be set up for direct deposit by providing bank account information for that purpose. If you need assistance with that process, please feel free to contact any bank in the area. Please provide the following information:

NAME: _____

LAST 4 DIGITS OF SOCIAL SECURITY NO.: _____

DATE: _____

PRIMARY DIRECT DEPOSIT: NEW___ CHANGE___ (check one)

Bank name: _____ / routing # _____

Account # _____ CHECKING _____ or SAVINGS _____

SECONDARY DIRECT DEPOSIT NEW___ CHANGE___ (check one)

Bank name: _____ / routing# _____

Account # _____ CHECKING _____ or SAVINGS _____

Amount : \$ _____

Employee's Authorization Signature

Please attach a deposit slip or voided check to this form in order for us to verify your account information. If you have questions you may contact: Julie Herring or Denise Havlice. Please return this form to Payroll at the Central Office.

Payroll may run a test run if there is a question about the information provided. In that case, you will receive a check that needs to be cashed or deposited. We will notify you if you are receiving a check instead of direct deposit.