

Substitute Classified Certificated

**AUTHORIZATION TO DEPOSIT SALARY CHECK IN EMPLOYEE'S BANK
TO: PAYROLL DEPARTMENT**

The Jefferson County Board of Education is authorized to deposit my salary check directly to my bank account or savings account, as indicated below in the regular monthly payroll. This authorization is continuous and should not be stopped until such time as written notice is given to do so. **A PRE-NOTE WILL BE DONE ON ALL DIRECT DEPOSITS, MEANING THE FIRST MONTH YOU ARE ENROLLED OR MAKE A CHANGE YOU WILL CONTINUE TO RECEIVE A CHECK UNTIL VERIFICATION IS MADE BY THE BANK. A copy of a voided check must accompany this form. IF A VOIDED CHECK OR LETTER FROM THE BANK IS NOT INCLUDED, THE DIRECT DEPOSIT WILL NOT BE ENTERED.**

Name as shown on _____
Payroll check (Please Print)

Employee # (Preferred) / SS# _____

Address _____

Daytime Phone Number _____

School (Subs leave blank) _____

Name as shown on _____
Bank Account

Bank Account Number **YOU MUST ATTACH A VOIDED CHECK OR BANK LETTER**

Type of Account Checking Savings Debit **If the account type is a savings account or a prepaid debit card, or if the attached voided check does not contain a preprinted name and address, a letter from your bank containing account name, routing number and account number must be attached.**

Signature _____ Date _____

Information must be received in the Payroll Department by the 15th of the month in order to be on the pre-note direct deposit for the pay period and direct deposit for the following month.

Office use only
Bank Deduction Number ___ ___ ___
Date Entered _____
Entered By _____

Mail to: Jefferson County Board of Ed
Attn: Payroll Dept
2100 18th Street South
Birmingham, Al 35209-1891

Rev. 9/24/08

Fax to: (205) 379-2307 (Original must follow in the mail)