

# ASHEVILLE CITY SCHOOLS

## AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY

### **Instructions:**

Complete all items and return to the Payroll Office. The deposit information will be confirmed through the system before the first automatic deposit is made. Payroll checks should be expected until you have received the initial notice of deposit. **Note:** Be sure your attached voided check contains both the bank transit-routing and account numbers. If you do not have a voided check please attach a letter from the bank containing this information. Any changes received after the 15th of the month (except December) will not take effect until the following month. **DO NOT close your previous direct deposit account until you see your check deposited into the new account.**

Social Security No.	First Name	MI	Last Name

Bank Name	Bank Location

For Deposit to: (indicate <b>one</b> by a check mark)	
Checking Account	Savings Account

Indicate Change When Applicable	
If Changing Banks: write former bank name	If Changing Names: write former name

I authorize the Asheville City Schools to deposit my net pay to the account and bank indicated and to initiate any necessary adjustment entries to my account for any transaction credited to it in error.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

<p><b>Please attach a Voided Check for the Account to be deposited in this space using transparent tape or staple. If you do not have a voided check please attach a letter from the bank that contains the bank routing/transit numbers and account number.</b></p> <p>NET PAY MAY BE DEPOSITED TO ONE (1) ACCOUNT ONLY</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------