

AUTHORIZATION FOR DIRECT DEPOSIT

PLEASE ATTACH SAMPLE CHECK HERE or

**On Bank letterhead list the names on account, account number, bank routing number.
Letter must be signed by Bank Official**

(Without Check/letter attached - Form Will Not Be Processed)

I hereby authorize the Covington Board of Education to deposit my net salary directly into my **checking account** at:

(Bank Name)

each pay period beginning _____
(Date)

(Checking Account Number)

(Bank Routing Number)

EMPLOYEE ID _____

(Signature)

Date signed _____

I hereby authorize \$ _____ to be deposited directly from my net salary into my **savings/checking account** at:

(Bank Name)

each pay period beginning _____
(Date)

(Account Number)

(Bank Routing Number)

Employee ID _____

(Signature)

Dated Signed _____

YOUR CHECK WILL BE DEPOSITED INTO YOUR ACCOUNT ON THE SECOND PAYROLL CYCLE AFTER THE DIRECT DEPOSIT AUTHORIZATION IS PROCESSED. YOU WILL RECEIVE A "LIVE" CHECK FOR THE FIRST PAYDAY.