



Payroll Direct Deposit Authorization

Employee Legal Name: _____

Effective Date: _____

Address: _____

City & State: _____

ZIP: _____

Birth Date: _____

Social Security Number: _____

Phone: _____

Note: Never email completed form back to the payroll department, you can deliver in person, send through inter-office mail, or fax to the payroll department:(386)-312-4904- emailing the form could comprise your personal data and will not be accepted.

Choose Your Method of Direct Deposit:

_____ I request my payroll deduction/direct deposit be placed in the following account:

<i>Please provide a voided check or letter from your financial institution for the account listed below:</i>			
Bank Name	Bank Routing Number:	Account Number:	Type of Account
			<input type="checkbox"/> Checking <input type="checkbox"/> Savings

-OR-

_____ I request my payroll deduction/ direct deposit be placed in a rapid! PayCard Account, I understand I must come into the District's payroll department and be issued a card to receive this type of service. I understand in using this option my funds may not be available until the end of business day on pay day.

Financial Institution Name: MetaBank

Routing Number: 124085244

Direct Deposit Number 353 _____

(Direct Deposit Number obtained through additional paperwork in payroll department)

I authorize Putnam County School District to withhold the indicated amount(s), if available, from my pay, and deposit directly into the account(s) shown and/or I hereby authorize Putnam County School District to assign a rapid! PayCard and initiate credit entries and any correcting entries to my assigned rapid! PayCard account. The direct deposit(s) will be made on each payday, unless I notify Putnam County School District in writing of my intent to cancel. Upon Putnam County School District's receipt of a request to cancel a direct deposit authorization, it shall become effective after a reasonable opportunity to act upon it.

In the event funds are deposited erroneously into my account, I authorize Putnam County School District to debit my account(s) not to exceed the original amount of the credit.

I understand that Putnam County School District reserves the right to refuse any direct deposit request. I also understand that all direct deposits are made through the Automated Clearing House (ACH), and that funds availability is subject to the terms and limitations of the ACH as well as my financial institution.

Employee Signature: _____ Date: _____

District School Board of Putnam County Florida
Phone: 386-312-0604

200 Reid Street, Palatka, FL 32177
Fax Number: 386-312-4904