

BALTIMORE COUNTY PUBLIC SCHOOLS

Dr. Joe A. Hairston, Superintendent

Office of Payroll, 1940G Greenspring Drive, Timonium, MD 21093 – 4148

410-887-4240 office

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REQUEST FOR DIRECT DEPOSIT

PRINT NAME

EMPLOYEE ID NUMBER

WORK PHONE NUMBER

HOME PHONE/CELL PHONE NUMBER

NEW Select **ONE** of the options below. Deposit my net pay to **ONE** of the following:

_____ **CHECKING ACCOUNT** (Attach a blank check with the word "**VOID**" written across the front)

_____ **SAVINGS ACCOUNT**

Bank Routing #

Account #

Bank Name

CHANGE (Effective within 10 business days upon receipt of form.) Select **ONE** of the options below.

_____ **CHECKING ACCOUNT** (Attach a blank check with the word "**VOID**" written across the front)

_____ **SAVINGS ACCOUNT**

Bank Routing #

Account #

Bank Name

CANCEL *If you cancel a direct deposit after funds have been sent, then, you may have to wait 3 – 5 business days before a check is re-issued to you. We must wait until the bank returns the funds to us before we may re-issue a check. Please notify us of your intent to cancel **PRIOR** to doing so.*

_____ **CHECKING DIRECT DEPOSIT**

_____ **SAVINGS DIRECT DEPOSIT**

SEND MY PAY STUB(S) TO _____

(Pay Location/School/Office)

OR _____

(Home Address)

By signing this form, I understand and agree that:

- I will notify the Office of Payroll **PRIOR** to closing or changing my account. Failure to notify the Office of Payroll of a change in accounts may result in funds being sent to the wrong bank and/or account and a subsequent delay in access to your pay.
- if it is necessary to cancel a direct deposit, I will have to wait until the bank returns the funds to BCPS. This means that I may have to wait at least 3 business days before having a check prepared for me.
- this authorization remains in effect until I notify the Office of Payroll in writing of my instructions to change or end it.

By signing this form, I authorize:

- Baltimore County Public Schools to deposit my net pay in either the checking or savings account named above.
- the financial institution to return to Baltimore County Public Schools any money that is deposited in my account by mistake.

Signature

Date