



Authorization for Direct Deposit via ACH

I, hereby authorize Queen Anne's County Board of Education to electronically credit my wages to my bank account (and, if necessary, to electronically debit my account to correct erroneous credits) as follows:

Account 1: Primary Account

Account Type:

- Checking **(Attach a voided check or your Bank's Direct Deposit Form)**
- Savings **(Attach your Bank's Direct Deposit Form or a statement)**

Account 2

Account Type:

- Checking **(Attach a voided check or your Bank's Direct Deposit Form)**
- Savings **(Attach your Bank's Direct Deposit Form or a statement)**

Dollar Amount to be deposited to this account: _____

At the depository financial institution named below ("Depository").

Depository Name: _____

ACH Routing Number: _____ Account Number: _____

I understand that this authorization will remain in full force and effect until I notify Queen Anne's County Board of Education in writing that I wish to revoke this authorization. I understand that Queen Anne's Board of Education requires at least 5 business days prior notice to cancel this authorization.

Employee Signature

Employee Name (please print)

Employee #

Without a voided check, your Bank's Direct Deposit Form, or copy of a statement attached to this form, your request will not be processed. If you have any questions, please call the Payroll department at (410) 758-2403 or (800) 336-7775, ext. 119 or 153.

Pay stubs are automatically emailed to your Board of Education email account on pay day.

HR/Payroll Use Only:

Employee's Primary Contact #: _____

Was the voided check/verification form received in person? _____

Initials of employee who received voided check/verification form and verified the identity of the person:

If the voided check/verification form was received via mail or email, please attach a copy of the email/copy of the envelope to this form. Please provide this form to the Accountant for further verification.

Phone # used to contact employee: _____

(Must be a phone # listed in Efinance)

Method of identifying employee: _____

(Examples could be asking which school the employee is based in, who their emergency contact is, etc.)

Initials of employee who made contact via phone: _____

Initials of employee who entered banking information in Efinance: _____

Initials of employee who verified banking information entered in Efinance: _____