



### 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: Secondary Account #: \_\_\_\_\_

(This must be the same bank as as the Primary; if it is not, please complete a separate form)

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: \_\_\_\_\_

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)

\_\_\_\_\_  
Date

*Please note, if you do not deliver this form in person to a Finance or HR employee, a member of the Finance Team will reach out to you by phone. This is a security procedure that protects you! Once you have been reached by phone, the Authorization for Direct Deposit form is delivered to Payroll to complete the update to your direct deposit information. If a member of Finance cannot reach you by phone, the form cannot be processed by Payroll. 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.*

## HR & Finance Use Only:

Was the voided check & verification form received in person? \_\_\_\_\_

**Initials of employee who received** the voided check and verification form (and verified the identity of the person): \_\_\_\_\_

Employee #: \_\_\_\_\_

Employee's Primary Contact #: \_\_\_\_\_

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. Also, 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: \_\_\_\_\_

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: \_\_\_\_\_

Notes: