



Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

®

Direct Deposit Authorization Form

Employee Name: _____

Social Security/Employee ID Number: _____

Work Location: _____

Account Type: Checking Savings

Account Number: _____

(A voided check or bank document with account and transit number must be attached to this form. Use this space to attach required documentation.)

NOTE: Your application for direct deposit will take approximately 30 days to take effect. Live paper check(s) will be issued and mailed to your home until this account is verified. Please be sure your address is up to date with Human Resources.

- This direct deposit will remain in effect until you or your bank notifies the Payroll Office, in writing, of a change or cancellation. Such notification must be made in a timely manner to afford the Payroll Office and Bank reasonable opportunity to act on it
- Direct Deposit Authorization also expires upon any final payroll or a leave of absence.
- If you are making a change in your bank and/or account. Please keep your old account open until the new account has been tested by the Payroll System to avoid any delay in your pay.

I hereby authorize Prince William County School Board (my employer) to direct deposit my payroll into the attached referenced bank and bank account.

Employee Signature _____ Date _____