



# Dodge County Board of Education

720 College Street • Eastman, Georgia 31023

(478)374-3783 Office / (478)374-6697 Fax

## Direct Deposit / ACH Credit Authorization

<b>ID Number</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>Current Address</b>	<b>New?</b>	<b>City</b>	<b>State</b> <b>Zip Code</b>
<b>Primary Phone Number</b>	<b>Secondary Phone Number</b>	<b>Email Address</b>	<b>New?</b> <b>Employee Title</b>

### Instructions to Start or Stop Direct Deposit

**Please Note:** If requesting more than one account for Payroll deposit transactions you must indicate which account your Accounts Payable Employment Related Expense Reimbursements and Travel Advances will be routed to **OR** Accounts Payable transactions will default to the financial institution that receives your "Balance of Net Pay".

**A voided check must be attached for each account (no deposit slips, please).**

	<b>First Account</b>	<input type="checkbox"/> Start <input type="checkbox"/> Stop	<b>Second Account</b>	<input type="checkbox"/> Start <input type="checkbox"/> Stop
<b>Select Type of Account</b>	<input type="checkbox"/> Checking <input type="checkbox"/> Savings		<input type="checkbox"/> Checking <input type="checkbox"/> Savings	
<b>Indicate if your Account is</b>	<input type="checkbox"/> Personal <input type="checkbox"/> Business		<input type="checkbox"/> Personal <input type="checkbox"/> Business	
<b>Name of Financial Institution</b>				
<b>Routing Number</b>				
<b>Account Title</b>				
<b>Account Number</b>				
<b>Financial Institution Location</b>				
<b>Enter Deposit Amount</b>	<input type="checkbox"/> Fixed Amount \$ _____		<input type="checkbox"/> Fixed Amount \$ _____	
	<input type="checkbox"/> Balance of Net Pay		<input type="checkbox"/> Balance of Net Pay	
<b>International ACH Transaction (IAT) Statement</b>	The <b>entire</b> amount of my payment via direct deposit to a U.S. financial institution			
You must check the appropriate box to complete this statement.	<input type="checkbox"/> <b>is</b> <input type="checkbox"/> <b>is not</b> being transferred/forwarded to a financial institution <b>outside the U.S.</b>			

### Employee Acknowledgement and Authorization

- I authorize Dodge County Board of Education to initiate electronic credit entries for the purpose of **Payroll transactions and Accounts Payable Employment Related Expense** and if necessary, make debit entries and adjustments to reverse any credit entries made to my account(s) in error.
- I acknowledge that the origination of ACH transactions to my account must comply with the provisions of Georgia and U.S. law.
- I understand that this ACH authorization will remain in effect until I cancel it in writing with Human Resources.

<b>Employee Signature</b>		<b>Date</b>	