



Human Resources Office

Direct deposit authorization form

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT

I hereby authorize Kent County Public Schools to initiate credit entries:

- Checking account and/or
- Savings account

Indicated below and the depository named below, hereinafter called the depository, to credit the same to such account(s). Employees may choose to have their pay deposited to a combination of accounts, i.e., checking and/or savings. Employees are to attach a separate deposit ticket for each transaction with the dollar amount for each indicated.

This authority is to remain in full force and effect until Kent County Public Schools has received written notification from me of its termination in such time and such manner as to afford Kent County Public Schools and depository a reasonable opportunity to act on it.

Employee's name: _____

Social Security #: _____

Employee's signature: _____

Date: _____

Attached voided check or deposit ticket here

Attached voided check or deposit ticket here