



Dr. Robert Griffin, Superintendent

Leon Coverson, Chairman | Bradley Smith, Vice Chair | Willie A. Hinton, Jr. | Kay King | Bob M. Patterson

**AUTOMATIC PAYROLL CHECK DEPOSIT AUTHORIZATION**

Payroll Office  
Phone (706) 441-0601 Fax (706) 672-1618

I, \_\_\_\_\_, authorize the direct deposit of my payroll check to the following bank institution(s).

**Voided check or bank letter is *required* for each separate account.**

**Changes must be submitted to payroll by the 10<sup>th</sup> of the month you want to make the change effective. EXCEPTIONS: Nov, Dec & Spring Break: Contact HR or Payroll for due dates.**

Account #1 - Main payroll direct deposit

\_\_\_ New \_\_\_ Change \_\_\_ Stop Account Type: \_\_\_ Checking \_\_\_ Savings

Institution Name \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ Remain Balance

Bank Routing/Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Institution phone # \_\_\_\_\_

Account #2 – Additional savings direct deposit

\_\_\_ New \_\_\_ Change \_\_\_ Stop Account Type: \_\_\_ Savings

Institution Name \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ Remain Balance

Bank Routing/Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Institution phone # \_\_\_\_\_

Account #3 – Additional savings direct deposit

\_\_\_ New \_\_\_ Change \_\_\_ Stop Account Type: \_\_\_ Savings

Institution Name \_\_\_\_\_ \$ \_\_\_\_\_ or \_\_\_\_\_ Remain Balance

Bank Routing/Transit Number: \_\_\_\_\_

Account Number: \_\_\_\_\_ Institution phone # \_\_\_\_\_

I authorize the Meriwether County School System to start crediting my account(s) at the financial institution(s) listed above for the purpose of automatically depositing funds as indicted above.

I understand that if my account(s) at the financial institutions(s) listed above have been changed or closed, I must inform the Meriwether County School Systems Payroll Office in writing. **MCBOE is unable to refund rejected monies until they are credited to the MCBOE payroll account.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School/Facility Phone

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MERIWETHER  
COUNTY SCHOOLS



AIM HIGH.  
ACHIEVE.  
GRADUATE.  
SUCCEED.