



MERIWETHER
COUNTY SCHOOLS

Dr. Robert Griffin, Superintendent

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

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 10th of the month you want to make the change effective.

EXCEPTIONS: Dates are subject to change. 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: _____ Checking _____ 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: _____ Checking _____ 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 indicated above.

I understand that if my account(s) at the financial institution(s) listed above have been changed or closed, I must inform the Meriwether County School System 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

2100 Gaston Street, P.O. Box 70 | Greenville, GA 30222 | Phone 706.441.0601 | Fax 706.672.1618 | www.mcsga.org