



DOOLY COUNTY BOARD OF EDUCATION  
*Superintendent's Office*

202 Cotton Street  
Vienna, Georgia 31092-1598  
Phone: (229) 268-4761  
FAX: (229) 268-6148

We are pleased to be able to offer you a new payday convenience—*Direct Deposit*. Now you can have your paycheck automatically deposited in your checking or savings account on payday. And you don't have to change your present banking relationship to take advantage of this service.

***Direct Deposit* will help you in many ways.**

- It saves trips to your financial institution.
- It saves time in depositing checks—no long payday lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster—reduces the possibility of overdrafts.
- It means you get your money deposited to your account even if you're on vacation or away from the job on business or illness.

**Here's how *Direct Deposit* works:**

On payday you will receive an earnings statement showing gross salary, taxes, other deductions, and net pay. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

We believe you will like the added convenience of having your net pay automatically deposited for you. *Direct Deposit* is safe, convenient and easy.

Participation means that all earnings must be handled through *Direct Deposit*. Therefore, any additional pay will also be deposited through *Direct Deposit* no later than the first business day after payday.

To take advantage of this service, complete the attached authorization form and return it to the Payroll Department.

*The authorization form, which is provided on the reverse side, gives us and your financial institution authority to deposit your pay to your account. Simply complete the form in order to take advantage of Direct Deposit.*

**All you need to do is:**

1. Mark the start box.
2. Mark the box before type of account to indicate whether your pay will be deposited in your checking or savings account.
3. Fill in your name and effective month.
4. Sign and date the form.
5. Attach a voided check for verification of financial institution information.

DOOLY COUNTY SCHOOLS  
PAYROLL DIRECT DEPOSIT

Start

Change

Cancel

Employee Name: \_\_\_\_\_  
(Please Print)

Account Type:  Checking  Savings  
(Check one)

Direct Deposit starting \_\_\_\_\_  
Effective Date

I hereby authorize the Dooly County Board of Education and the financial institution to electronically deposit my payroll earnings each pay period. I understand that it is my responsibility to maintain an active account to enable the direct deposit to be made in accordance with the payroll dates. The direct deposit will continue until I notify the payroll department in writing, on the required form, to cancel or update the direct deposit. The payroll department must receive the written request for cancellation or update by the 15th day of the month prior to the direct deposit date.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date Signed

Please attach a voided check. The payroll department can not process without a voided check.

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