

# DIRECT DEPOSIT AUTHORIZATION AGREEMENT



Employer Name: THE SCHOOL BOARD OF HENRICO COUNTY, VIRGINIA

Employer ID #: 54-6001344G

I hereby authorize the School Board of Henrico County, Virginia to initiate credit entries to my account and the Financial Institution named below. I also authorize the School Board of Henrico County, Virginia to draw drafts on my account or to initiate debit entries to my account, for the purpose of withdrawing money from my account, but solely in order to adjust an error resulting from a deposit or credit entry that has been made under this Authorization in an amount that is not correct. The financial institution shall not be liable for honoring any draft, debit entry, or withdrawal initiated by the School Board of Henrico County, Virginia. This authority is to remain in effect until the School Board of Henrico County, Virginia has received written notification from me of a change in such time and in such manner as to afford the School Board of Henrico County, Virginia a reasonable opportunity to act on it.

**A voided check for checking accounts or a savings deposit slip for savings accounts must be attached . If using more than one account, percentage to be deposited between all accounts must total 100%. When the Payroll Office receives this form, it will be processed for the next available payroll. If you need space for up to two more accounts, please use a second page.**

Name _____	Date _____	Phone No. _____
Signature _____	Employee ID No. _____	

Checking  
 Savings  
% \_\_\_\_\_  
To Be Deposited

Add  
 Change  
 Stop/Delete

Tape voided check for checking accounts or savings deposit slip for savings accounts here

Checking  
 Savings  
% \_\_\_\_\_  
To Be Deposited

Add  
 Change  
 Stop/Delete

**TAPE (do not staple) voided check for checking accounts or savings deposit slip for savings accounts (MUST have routing number). If missing routing information, or for accounts without checks or deposit slips, obtain a statement on your bank's letterhead stating the account holder name, account number, and routing number.**

Checking  
 Savings  
% \_\_\_\_\_  
To Be Deposited

Add  
 Change  
 Stop/Delete

**TAPE (do not staple) voided check for checking accounts or savings deposit slip for savings accounts (MUST have routing number). If missing routing information, or for accounts without checks or deposit slips, obtain a statement on your bank's letterhead stating the account holder name, account number, and routing number.**