



BALTIMORE COUNTY PUBLIC SCHOOLS

DIRECT DEPOSIT AGREEMENT FORM

AUTHORIZATION AGREEMENT

I hereby authorize the Office of Payroll to initiate automatic deposits to my checking or savings account at the financial institution named below. I also authorize the Office of Payroll to make withdrawals from this account in the event that a credit entry is made in error.

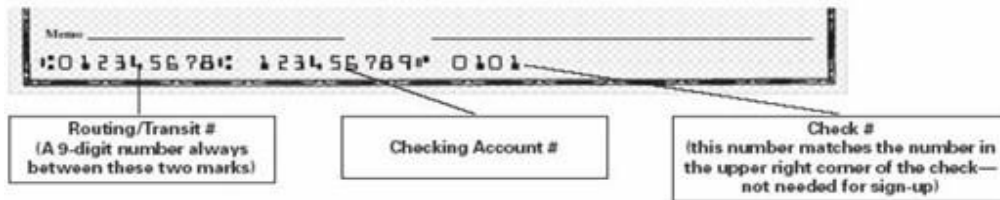
I understand that failure to notify the Office of Payroll of a change in account information may result in funds being sent to the incorrect financial institution or account and subsequently delay access to deposited funds. If it is necessary to cancel a direct deposit, I understand the Office of Payroll must wait until the depositing funds are returned. This process takes five (5) business days, on the sixth day a check will be prepared.

I understand the payroll statements (stubs) will be available in Employee Self Service (ESS) and if I wish to opt-out of electronic payroll statements, I need to send an e-mail to the Office of Payroll (office_of_payroll@bcps.org) requesting the payroll stubs be mailed to my home.

Further, I agree not to hold the Office of Payroll responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

Direct Deposit could take up to two pay cycles before it goes into effect and this agreement will remain in effect until the Office of Payroll receives a revised form cancelling or changing the agreement.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.



****Please do not use the account information from a deposit slip. Only provide the information from your check****

Employee and Account Information

New CHANGE CANCEL

First and Last Name	Employee ID or Last 4 SS#	Contact Phone Number	Position

Account Type	Routing Number	Account Number	Name of Financial Institution
<input type="checkbox"/> Savings			
<input type="checkbox"/> Checking *			

* If requesting a checking account, please attach a copy of a voided check.

Authorizing Signature
Date