

**AUTHORIZATION FOR PAYROLL DIRECT DEPOSIT FOR CAROLINE COUNTY PUBLIC SCHOOL EMPLOYEES. Mailing address: 204 FRANKLIN ST, DENTON, MD 21629**

**\*\*\*\*\*ALERT\*\*\*\*\* All new accounts and changes to bank routing number and/or the account number will result in a regular check on the next pay day. \*\*\*\*\***

<b>NEW</b>	<b>CHANGE IN ACCOUNT INFORMATION</b>
BANK NAME: _____	ROUTING NUMBER: _____
ACCOUNT TYPE:    CHECKING    SAVINGS	ACCOUNT NUMBER: _____
DEPOSIT: NET BALANCE OF CHECK	

<b>NEW</b>	<b>CHANGE IN ACCOUNT INFORMATION</b>	<b>CHANGE IN AMOUNT ONLY</b>
BANK NAME: _____	ROUTING NUMBER: _____	
ACCOUNT TYPE:    CHECKING    SAVINGS	ACCOUNT NUMBER: _____	
DEPOSIT: DOLLAR AMOUNT: _____		

<b>NEW</b>	<b>CHANGE IN ACCOUNT INFORMATION</b>	<b>CHANGE IN AMOUNT ONLY</b>
BANK NAME: _____	ROUTING NUMBER: _____	
ACCOUNT TYPE:    CHECKING    SAVINGS	ACCOUNT NUMBER: _____	
DEPOSIT: DOLLAR AMOUNT: _____		

**(PLEASE ATTACH A CHECK OR PHOTOCOPY OF A CHECK; NO DEPOSIT SLIPS)**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
PRINT NAME                      EMPLOYEE ID#                      SOCIAL SECURITY NUMBER

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**IF YOU ALSO WANT TO CHANGE BANKING INFORMATION ON ALL NON PAYROLL REIMBURSEMENTS, TRAVEL, ETC, PLEASE FILL OUT THE EFT AUTHORIZATION FORM.**