

CALVERT COUNTY PUBLIC SCHOOLS
1305 DARES BEACH ROAD
PRINCE FREDERICK, MD 20678

PAYROLL DEPARTMENT

PAYROLL DIRECT DEPOSIT APPLICATION

INSTRUCTIONS: PLEASE COMPLETE ALL SECTIONS BELOW. THIS FORM MUST BE ACCOMPANIED BY A VOIDED CHECK OR A XEROX COPY OF ONE FOR EACH CHECKING ACCOUNT. THE APPLICATION CANNOT BE PROCESSED WITHOUT A CHECK OR COPY OF ONE.

EMPLOYEE NUMBER: _____ **WORK LOCATION:** _____

EMPLOYEE NAME: _____
(Please Print)

BANKING INFORMATION FOR DIRECT DEPOSIT TO YOUR PRIMARY ACCOUNT

NAME OF BANK: _____

BRANCH: _____

ACCOUNT NUMBER: _____

ROUTING NUMBER: _____

ACCOUNT TYPE: **CHECKING** _____ **SAVINGS** _____

ATTACH VOIDED CHECK HERE

Important Note: You must sign and submit page two even if you are requesting direct deposit to only one account.

PAYROLL DIRECT DEPOSIT APPLICATION

EMPLOYEE NUMBER: _____ **WORK LOCATION:** _____

EMPLOYEE NAME: _____
(Please Print)

Do you want to establish direct deposit for an additional bank account? (Circle One) Yes or No

BANKING INFORMATION FOR DIRECT DEPOSIT TO A SECOND ACCOUNT (If applicable)

NAME OF BANK: _____

BRANCH: _____

ACCOUNT NUMBER: _____

ROUTING NUMBER: _____

ACCOUNT TYPE: **CHECKING** _____ **SAVINGS** _____

DOLLAR AMOUNT TO BE DEPOSITED TO THIS ACCOUNT: _____

ATTACH VOIDED CHECK HERE

I WISH TO ENROLL IN THE DIRECT DEPOSIT PAYROLL PROGRAM OFFERED BY THE CALVERT COUNTY PUBLIC SCHOOL SYSTEM.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

NOTE: THE FIRST PAYDAY AFTER THIS APPLICATION IS PROCESSED YOU WILL RECEIVE A CHECK THAT YOU WILL HAVE TO DEPOSIT YOURSELF. DIRECT DEPOSIT TO YOUR NEW ACCOUNT WILL BEGIN ON THE SECOND PAYDAY AFTER THIS APPLICATION IS PROCESSED.