

****FIRST CHECK WILL BE A PAPER CHECK****

Franklin Parish School Board
Authorization Agreement for Direct Deposit

Direct Deposit is mandatory for all newly hired employees for Franklin Parish School Board. Funds will be deposited based on information provided below. Payroll checks will not be issued.

I hereby authorize the Franklin Parish School Board to direct deposit my monthly net paycheck to the account at the financial institution as designated. It is my responsibility to notify the Franklin Parish School Board payroll department, as appropriate, should any changes occur to the account specified.

| | |
|-------------------------------|-----------------------------|
| Name on Account | Bank Routing Number |
| | |
| Name of Financial Institution | Employees' Account Number |
| | |
| City, State & Zip Code | Check One |
| | Checking _____ Saving _____ |

Considering all conditions are met, this authorization remains in full effect until a written, signed notification to terminate, or another signed Authorization Agreement for Direct Deposit is received from me and the Franklin Parish School Board has had reasonable opportunity to act on the change. I understand and acknowledge that I am responsible for any information that I add or any changes that I make to the Authorization Agreement for Direct Deposit. Franklin Parish School Board retains the right, in the event a deposit is made in error, to reverse said deposit for correction and re-deposit as necessary.

| | |
|------------------------------|------------------------------|
| Employee Name (Please Print) | Social Security Number/EIN # |
| | |
| Employee's Signature | Date Signed |
| | |
| Valid Email Address | |

Beginning September 2019, the Franklin Parish School Board will not mail check stubs for employees enrolled in Direct Deposit. We will provide a website that can be accessed by each employee to view his or her individual check history. An email address is required to access this website. Please provide the Payroll Department with a valid email address to ensure you will be included in all future correspondence.

MUST ATTACH A VOIDED CHECK

Direct Deposit Document.doc