DIRECT DEPOSIT AUTHORIZATION AGREEMENT

EMPLOYEE INSTRUCTIONS:

1. Use this form to initiate the **MANDATORY** direct deposit of your net pay and reimbursements, and to manage any optional deposits.
2. Attach a check marked "VOID" to this form if depositing to a checking account OR a deposit slip with pre-printed account information if depositing to a savings account OR obtain the routing and account information from your bank and complete the appropriate boxes below.
3. Please allow 30 days for changes to banks, bank accounts or deposit amounts to become effective. DO NOT CLOSE EXISTING DIRECT DEPOSIT ACCOUNTS UNTIL THE INITIAL DIRECT DEPOSIT IS RECEIVED IN THE NEW ACCOUNT.
4. **See other side for additional information and terms concerning Direct Deposit.**

Employee Name (Please Print - First, MI, Last)

Daytime Phone Number

Employee Number

OR

Last Four Digits of Social Security Number

X X X — X X —

Check One

☐ Paid Monthly ☐ Paid Biweekly

Are You a Temporary Hourly Employee?

☐ Yes ☐ No

Effective Date

MANDATORY -- ☐ **Net Pay** To A Banking Institution (including Apple Federal Credit Union)

Name of Depository Bank, Credit Union, Financial Institution

Attach voided check (if checking account) or preprinted deposit slip (if savings account) here.

Bank/Transit/ABA Routing Number

Depositor Account Number - Use the complete account number. Additional distributions from checking or savings account may be set up directly through your bank.

☐ Checking ☐ Savings

☐ New ☐ Change

Payroll Use Only: ACH Type 1

OPTIONAL ☐ Flat Amount To Apple Federal Credit Union

2 5 6 0 7 8 5 1 4

Bank/Tansit/ABA Routing Number

Depositor Account Number - Use the complete account number. Additional distributions from checking or savings account may be set up directly through your bank.

☐ Checking ☐ Savings

☐ New ☐ Change

☐ Stop

Amount . Per Pay Period

Payroll Use Only: ACH Type 3

OPTIONAL ☐ Flat Amount To A Banking Institution

Name of Depository Bank, Credit Union, Financial Institution

Attach voided check (if checking account) or preprinted deposit slip (if savings account) here.

Bank/Transit/ABA Routing Number

Depositor Account Number - Use the complete account number. Additional distributions from checking or savings account may be set up directly through your bank.

☐ Checking ☐ Savings

☐ New ☐ Change

☐ Stop

Amount . Per Pay Period

Payroll Use Only: ACH Type 4

I certify that the above account(s) bear my name and that I am an unrestricted and authorized signor on each account. I authorize Fairfax County Public Schools (FCPS) and bank(s) indicated above to deposit the assigned amount of my pay and or any reimbursements automatically into my savings or checking account(s) each payday. If money to which I am not entitled is deposited into my account, I authorize FCPS to direct the bank(s) to return those funds. I have read the information about direct deposit on the reverse side of this form.

I attest that the full amount of my direct deposit will not be forwarded to a bank in another country.

Employee Signature

Date

For Payroll Use Only :

Input by

Date

ORIGINAL REQUIRED

Understanding Direct Deposit

- ☐ Direct deposit of net pay is mandatory and a condition of employment.
- ☐ Signed ORIGINAL Direct Deposit forms are required. Faxed copies or e-mail attachments of this form will not be accepted.
- ☐ If you have direct deposit of net pay, all payments including those for temporary assignments and reimbursements, will be direct deposited.
- ☐ Optional deposits are not available for 'temporary hourly' employees.
- ☐ If you have elected either of the optional deposits, these deposits will be deducted from all regular payments and any 'FCPS Summer Fund' payments. They will not be deducted from payments for temporary assignments.
- ☐ You must provide accurate and legible bank information; any inaccuracies may result in a failed direct deposit and a delay in your pay. To ensure that your pay is deposited on time, have your bank verify the routing and account numbers.
- ☐ If you decide to use an account such as a money market account from a brokerage or mutual fund company, you should contact the company and request their bank/transit/ABA routing number and your individual account number.
- ☐ If direct deposit is to a checking account, a deposit slip cannot be substituted for a voided check because deposit slips may not have all the bank routing information needed for direct deposit.
- ☐ You may receive checks for one or two pay periods after submitting this form.
- ☐ Your net pay and other direct deposit distributions will be deposited on payday. Your net pay may vary from one pay period to the next depending on changes in your pay, deductions, tax rates, hours worked, etc.
- ☐ Your pay advice or pay stub portion of your check provides detailed information about your pay, deductions, leave balances and direct deposits.
- ☐ You should check with your bank each pay period to ensure that the direct deposit was made prior to making financial transactions that are dependent on those funds.
- ☐ It is recommended that you check your direct deposit information if you change your employment status (for example, return to FCPS after an extended absence), as your direct deposit information may be invalid.

If you have questions about how to complete the form or about the direct deposit program, please contact the HR Client Service Center at (571) 423-3000.

Return form by pony or by U.S. Mail to:

Fairfax County Public Schools
Office of Payroll Management
8115 Gatehouse Rd., Suite 2200
Falls Church, VA 22042