

DIRECT DEPOSIT AUTHORIZATION AGREEMENT

Directions: Complete the information below, attach either a voided check or a letter from your bank that states the correct routing/account numbers, and sign and date the form below. Please note that we cannot accept "starter checks" or deposit slips.

Return to: Carroll County Public Schools, Attn: Payroll Dept., 125 N. Court St., Westminster, MD 21157

Check One Option: Start Direct Deposit Change Direct Deposit Stop Direct Deposit

Account Type: Checking Savings

Employee Information

Employee Name: _____

Employee ID#: _____

Work Location: _____ **Department Phone No.** _____

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

I hereby authorize Carroll County Public Schools (CCPS) to electronically deposit my net salary to the bank account named on the attached voided check or bank letter. This authorization is to remain in effect until CCPS has received written notification from me of its termination in such time and manner as to afford CCPS, and the bank, a reasonable opportunity to act upon it. In the event that CCPS notifies the bank that funds which I did not earn have been deposited to my account in error, I hereby authorize and direct the bank to return said funds to CCPS as soon as possible. In the event such unearned funds have been drawn from that account so that return of those funds by the bank to CCPS is not possible, I hereby authorize CCPS to recover those funds by deducting the amount of said unearned funds from any future salary payments from CCPS until the amount of the unearned deposit has been recovered in full. In the event my employment with CCPS is terminated for any reason whatsoever, and if at the time of such termination I have had unearned pay automatically deposited in my checking/savings account, I will immediately repay CCPS the full amount of such unearned pay. I further agree that if I do not immediately repay such unearned pay, I will be personally liable for all costs of collection, including reasonable attorney's fees incurred by CCPS in the collection of such unearned pay, together with the maximum interest

Important Information Relating to Direct Deposit Changes

DO NOT Close, cancel, or change your existing bank account without first completing a new Direct Deposit Authorization Agreement AND consulting with the CCPS Payroll Department, 410-751-3053.

I have read and understand this form: _____

Signature

Date

Payroll Use Only

Bank Code: _____

Input Date: ___/___/___

Direct Deposit Start Date: ___/___/___