

Hampshire County Board of Education

111 School Street
Romney, WV 26757

Phone: (304) 822-3528
Fax: (304) 822-5382

HAMPSHIRE COUNTY SCHOOLS ACH / DIRECT DEPOSIT AUTHORIZATION

I hereby authorize Hampshire County Board of Education to make an ACH Direct Deposit of my net payroll.

I elect to have my net payroll deposited into one bank account as listed below. (only need to complete the "First Bank Account Information below)

OR

I elect to have my net payroll deposited into two bank accounts as listed below. (must complete all information in the "First" & "Second" Bank Account Information below)

FIRST BANK ACCOUNT INFORMATION

1. Bank Name: _____ Account Type: Checking Savings
2. Bank Routing Number: _____ Your Account Number: _____
3. Your Name: _____ (must be as it appears on account and must match your employee information)
4. Employee ID Number: **928-00-** _____
5. Amount to deposit into this account: _____ (if entire check to be deposited into one account write ALL)

SECOND BANK ACCOUNT INFORMATION

1. Bank Name: _____ Account Type: Checking Savings
2. Bank Routing Number: _____ Your Account Number: _____
3. Your Name: _____ (must be as it appears on account and must match your employee information)
4. Employee ID Number: **928-00-** _____
5. The balance of your Net Payroll will be deposited into this account.

Signature

Date

**ATTACH A DEPOSIT SLIP OR VOIDED CHECK FOR EACH ACCOUNT LISTED ABOVE SO THAT YOUR ACCOUNT INFORMATION CAN BE VERIFIED.