



# Direct Deposit Authorization

**This document replaces all previous requests.**

Full Legal Name \_\_\_\_\_

Employee ID \_\_\_\_\_

Cancel my direct deposit. Leave all bank related fields blank, sign, and submit form.

**Balance Account (required):** Any pay remaining after optional deposits to fixed accounts, listed below, go to this account.

*If you want all of your pay deposited to one account complete this section only and leave the fixed account section blank.*

<u>Account Type</u>	<u>Bank Name</u>	<u>Routing Number</u>	<u>Account Number</u>
Checking			
Savings			

**Fixed Amount Accounts (optional):** Fixed amounts deposit first with any remaining pay deposited to your balance account .

<u>Account Type</u>	<u>Bank Name</u>	<u>Routing Number</u>	<u>Account Number</u>	<u>Amount</u>
Checking				
Savings				
Checking				
Savings				
Checking				
Savings				



1. It may take up to **TWO** payrolls to become effective. You may receive a paper check during this time. Paper checks are mailed to the address on file with Human Resources. Manage your bank drafts accordingly.
2. Attaching a voided check or bank letter for each account is recommended and will decrease the time required to start direct deposits to your account(s).
3. Please double check your routing and account information. This is the exact information that will be used to send your pay to a bank account. It is your responsibility to provide accurate information.
4. By submitting this form, I certify I have read and understand this information and authorize Horry County Schools to initiate credit entries and, if necessary, debit entries and adjustments for any credits made in error to the above accounts.
5. I understand this request replaces all previous requests and will remain in effect until I submit another form to change or cancel my direct deposit information.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Submit this document to Payroll by:

- mail: HCS Payroll, PO BOX 260005, Conway SC 29528
- fax: 843-488-6726
- email: payroll@horrycountyschools.net
- HCS interoffice mail envelope