

Washington County Board of Education
120 Mackville Hill
Springfield, KY 40069

Direct Deposit Enrollment Form

Employee Name _____

Address _____

Social Security Number _____

Bank Name _____

Bank Address _____

*Bank Routing # _____

(We will complete from your voided check)

*Employee Account # _____

(We will complete from your voided check)

(Please attach a voided check to provide routing and account numbers)

____ CHECKING

or

____ SAVINGS

Signature _____

Date _____

Return to: Payroll Clerk
Washington County Board of Education
120 Mackville Hill
Springfield, KY 40069

Note: All information must be completed and voided check must be provided to be eligible for Direct Deposit. After signing up for direct deposit, your first check will be run through the bank as a test and you will receive a "real" check. After we verify with the bank the test was successful, your next check will be automatically deposited with your banking institution and you will receive an "advice" which looks like your normal check with \$0.00 in amount and lists your gross pay and deductions.

The Washington County Board of Education does not discriminate on the basis of race, color, national origin, sex, age or disability in employment or provisions of services.