

Cleveland County Schools
105 East Ridge Street
Kings Mountain, NC 28086

Change Form Authorization for Automatic Deposit of Net Pay

INSTRUCTIONS: Complete and return this authorization form to payroll prior to the last day of the month. The deposit information will be confirmed through the banking system before the first automatic deposit is made.

Social Security Number	First Name	MI	Last Name
Bank Name		Bank Location	

Indicate the type of account: Checking _____ Savings _____

**PLEASE ATTACH A VOIDED CHECK OR SAVINGS DEPOSIT SLIP.
FAILURE TO DO SO WILL RESULT IN DELAYED PAYMENT.**

Please initial each box after you have read the statement.

_____ I understand any changes in direct deposit will result in my receipt of a check rather than a notice of direct deposit.

_____ I understand that I am not to close my current checking or savings account prior to receiving a payroll check to ensure that direct deposit has been stopped.

I authorize Cleveland County Schools to deposit my net pay to the account and bank indicated above.

Signature

Date