

Morgan County Schools

247 Harrison Avenue
Berkeley Springs, WV 25411

Telephone (304) 258-2430
Fax (304) 258-9146

ACH DIRECT DEPOSIT AUTHORIZATION

I hereby authorize the MORGAN COUNTY BOARD OF EDUCATION to make an ACH DIRECT DEPOSIT of my net payroll and pay that amount to:

Name of Bank: _____

Bank Routing Number: _____

Bank Account Number: _____

Type of Account: _____ Checking PLEASE ATTACH A VOIDED CHECK
_____ Savings PLEASE ATTACH A DEPOSIT TICKET

I authorize the Morgan County Board of Education to initiate credit entries, and if necessary, to initiate any debit entries to correct an erroneous credit entry to my account at the financial institution listed above for the purpose of automatically depositing funds as indicated above.

Printed Name: _____ Social Security # _____

Signature: _____ Date: _____

NOTE: This form must be received by the payroll department ten days before payday. The first payroll after submission may be a prenotification where your bank routing number and your account number are verified by the ACH network. Your direct deposit would begin on the second pay after submitting the form.