Morgan County Schools
Erich May, Superintendent
247 Harrison Avenue
Berkeley Springs, WV 25411
Telephone: (304) 258-2430
Fax: (304) 258-9146
www.morganschools.net

EVERY CHILD
EVERY DAY

Board of Education
Aaron Close, President
Pete Gordon, Vice President
Eric Lyda
John Rowland
Laura Smith

ACH DIRECT DEPOSIT AUTHORIZATION

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

Name of Bank: _____

Routing Number: _____

Bank Account Number: _____

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

Additional Direct Deposit Amount: _____

Name of Bank: _____

Routing Number: _____

Bank Account Number: _____

Type of Account: _____ Checking PLEASE ATTACH 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 10 days before payday.