

## DIRECT DEPOSIT

Pitt County Schools allows direct-deposit of an employee's total net pay into one account, of one bank. A direct deposit account can be initiated or modified at any time during the school year. **Any request for a direct deposit transaction (begin, change, or termination) must be in the payroll office no later than 1 week prior to the employee's payday.**

### How to begin direct deposit

You are to complete the other side of this form. If all processing requirements are met between Pitt County Schools and your bank or credit union, it takes two pay cycles to commence the new direct deposit. In the meantime, you will receive a paycheck.

### How to change an existing direct deposit account

The procedure and processing time is the same as "How to begin direct deposit". Please see above paragraph.

### How to terminate an existing direct deposit account

Either option you choose needs to reach your school's central office payroll representative no later than one week prior to the payroll that the deposit is to be stopped.

You may email your school's central office payroll representative through GroupWise requesting that immediate termination takes place.

---OR---

Please fill in the following information and fax, mail or send through courier to your school's central office payroll representative.

I, \_\_\_\_\_ wish to terminate direct deposit  
(Please Print)

into my existing account immediately. I understand that I will receive a paycheck until I submit another direct-deposit form to re-enroll.

\_\_\_\_\_  
(Last 4 digits of SS #)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**PITT COUNTY PUBLIC SCHOOLS  
Payroll Department**

**AUTHORIZATION FOR AUTOMATIC DEPOSIT OF NET PAY**

**INSTRUCTIONS:** Complete all items and return to the payroll department. A live payroll check should be expected until you have received a direct deposit voucher. The direct deposit process usually takes two months depending upon receipt of this form.

Social Security Number	First Name	MI	Last Name
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Bank Name	Bank Location
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School Name: \_\_\_\_\_

Check Deposit Method:	For Deposit – Indicate One:
	<input type="checkbox"/> Checking Account
	<input type="checkbox"/> Savings Account

I hereby authorize Pitt County Schools to initiate credit entries or debit corrections to my account indicated below, and the financial institution to credit and/or debit the same to such account.

This authority is to remain in full force until Pitt County Public Schools has received written notification from me of its termination in such time and in such manner as to afford Pitt County Public Schools reasonable opportunity to act on it.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

A BLANK COPY OF YOUR PREPRINTED  
CHECKING ACCOUNT OR SAVINGS ACCOUNT  
DEPOSIT SLIP IS REQUIRED. PLEASE ATTACH  
DEPOSIT SLIP WITH TRANSPARENT TAPE HERE.