

DIRECT DEPOSIT AUTHORIZATION



EMPLOYEE NAME:	LOCATION:
SSN OR EMPL ID:	EMPLOYEE TYPE: <input type="checkbox"/> Substitute <input type="checkbox"/> Temp / Misc <input type="checkbox"/> Student
TRANSACTION TYPE: <input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> Cancel	ACCOUNT TYPE: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
9-DIGIT BANK ROUTING NUMBER:	ACCOUNT NUMBER:

I hereby authorize my employer, Gwinnett County Board of Education, to initiate electronic deposits to my account as indicated above, and if necessary, debit entries or adjustments for funds to which I am not entitled. I understand it is my responsibility to verify funds have been credited or debited to my account and my said employer assumes no liability for overdrafts for any reason. In the event my financial institution is unable to accept an electronic deposit into my account, I understand funds cannot be issued to me until such funds are returned by the financial institution as a credit to Gwinnett County Board of Education. This authority will remain in effect until I have canceled it in writing.

SIGNATURE: _____

DATE: _____

- Digital, electronic or typed signatures not accepted.
- All items must be completed and legible, or form cannot be processed.
- If your bank has their own direct deposit authorization form reflecting your banking information, please include it with this form upon submission.
- A new form must be submitted if your banking information or account status changes.
- Processing time may vary. It may take more than one pay cycle for this change to take effect.
- This form is for substitutes, temporary/miscellaneous and students only. All benefited employees needing to make direct deposit updates should access the Employee Portal > About Me > Direct Deposit.

Use this space to attach (tape only, no staples) a VOIDED CHECK or SAVINGS DEPOSIT SLIP.

SEND VIA ONE OF THE FOLLOWING:

*Email – payroll.support@gcpsk12.org Fax – (678) 301-6310 Courier – GCPS courier system
 Mail – Gwinnett County Public Schools, Payroll Services, 437 Old Peachtree Rd NW, Suwanee, GA 30024*