

Hall County School System
Payroll Department

DIRECT DEPOSIT AUTHORIZATION

I hereby authorize the Hall County School System to deposit monthly payroll checks into a bank account as specified below:

Employee Name: _____

New Employee SSN: _____

Current Employee: ID#: _____ Last 4 Digits
of SSN _____

Type of Account: _____
(Checking or Savings)

Check One: Begin _____ Change _____ Stop _____

*If you need to STOP your direct deposit, you can e-mail the payroll department at hallcoboepayroll@hallco.org.

Your contact number should there be any questions and /or problems: _____

Attach a copy of a blank voided check or an authorization form/letter from your bank containing your bank routing # & account # to this form; NOTHING HANDWRITTEN.

By signing below, you are confirming that you have read and understand the information on the front and back of this form.

Signature Date

DUE DATES FOR FORMS TO BE RECEIVED IN THE PAYROLL DEPARTMENT ARE ON BACK
Reminder: The courier does not run every day. It is the responsibility of the employee that authorization forms are received in the Payroll Department by the due dates to ensure that your request is processed with the current month's payroll.

READ IMPORTANT INSTRUCTIONS ON BACK

ABOUT DIRECT DEPOSIT

You have the option to have your paychecks deposited directly into your bank account. Listed below are instructions regarding direct deposit. If you have any questions please contact the Payroll Department.

1. When can I sign up for direct deposit?

You can sign up or cancel direct deposit any time during the year. Notification of a change affecting your direct deposit (such as changing banks and/or accounts within the same bank) must be made by the 10th of the month to be effective for the current month's payroll. **(EXCEPTION: If the 10th is a Saturday, Sunday, or holiday, the form will be due in the Payroll Department the business day prior to the 10th.)**

NOTE: If you are STOPPING your direct deposit, you may e-mail hallcoboepayroll@hallco.org in lieu of this form. E-mails must be received by the same due dates as above.

2. Do I have to sign up for direct deposit?

No, direct deposit is voluntary.

3. Do I have to use a certain bank?

No, you can direct deposit into any bank that is a member of the Federal Reserve System.

4. Will direct deposit start immediately?

No, your first pay cycle will be run as a "test" and you will receive an actual paper payroll check to cash/deposit. Direct deposit will begin the following month.

5. Does direct deposit apply to all payments?

Direct deposit applies to all regular scheduled payroll payments. Vendor checks such as travel and supply reimbursements are not directly deposited at this time.

6. May I have part of my payroll check direct deposited and receive a check for the balance or direct deposited into more than one bank and/or account?

No, direct deposit currently requires the entire net payroll check be directly deposited into one account.

7. When will I get paid?

Funds will be available on the morning of payroll. Please check with your financial institution to be sure funds are in your account before writing checks.

[You can contact the Payroll Department for instructions about how to view your payroll information on-line or you can find the instructions on the Hall County website.](#)