

# OZARK CITY SCHOOLS

## DIRECT DEPOSIT

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We are pleased to offer our full- time employees the option to use direct deposit for your payroll checks. Your monthly payroll check would be electronically deposited into your checking and/or savings account. Instead of receiving a paper check you will receive a pay stub to document your deposit and deductions.

**The FIRST month you sign up for direct deposit will be a TEST month.** This is to ensure that the deposit is going to the proper account. You will see a zero-deposit posted on your account and **you will receive a paper check the first month.** The following month, your check will be deposited directly into that same account.

***Benefits of having your check direct deposited:***

- No more standing in line on payday
- No more rushing to the bank before they close
- No more worrying about your check if you are out- of- town or during summer
- Your cash can be immediately accessed from your ATM- no waiting in bank lines.
- It is FREE!
- Many financial institutions will give you free checking if you have an ACH direct deposit (Please check with your financial institution to see if you qualify)

***How do I sign up for direct deposit?***

- I Simply sign the authorization below and attach a voided check (Not a deposit slip) by the 15<sup>th</sup> of the month you wish to start. Remember the first month will be a test month with zero deposit.

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I authorize the **Ozark City Board of Education** to credit my account using Direct Deposit for my net pay each pay period and to make any necessary debit or credit adjustments in case of an error. **I have attached a voided check** with my name and the name of my bank printed on it. I will notify the Ozark Board of Education in sufficient time to change the payment instructions should change my bank account information.

Printed Name: \_\_\_\_\_ School: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Use: Test Month \_\_\_\_\_ Direct Deposit Month \_\_\_\_\_

Employee Routing # \_\_\_\_\_ Bank Account # \_\_\_\_\_