



### DIRECT DEPOSIT / PAY CARD ENROLLMENT FORM

Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Direct Deposit     NetSpend Pay Card

#### Direct Deposit Net\* (REQUIRED for participation in Direct Deposit)

Net Pay reflects an employee's take-home pay after all deductions have been taken from wages.

Bank: _____	_____Checking Account	_____Savings Account
Account Number: _____	Amount Deposited: NET _____	

#### Additional Fixed Amount Direct Deposit #1 (Optional)

Bank: _____	_____Checking Account	_____Savings Account
Account Number: _____	Amount Deposited: \$ _____	

#### Additional Fixed Amount Direct Deposit #2 (Optional)

Bank: _____	_____Checking Account	_____Savings Account
Account Number: _____	Amount Deposited: \$ _____	

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To have funds deposited to your Checking or Savings Account the following is required:

- \* Attach a Voided Check. If a voided check is not available, attach a Direct Deposit Authorization issued by your Financial Institution
- \* Fulltime Employees must attach a copy of your District ID Badge
- \* Substitutes must attach a copy of Valid Photo ID
- \* **HANDWRITTEN SIGNATURE IS REQUIRED ON ALL DEPOSIT FORMS**

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#### NetSpend Pay Card

- 1) The address shown in Employee Online will be used to create the NetSpend account
  - a) Verify address is correct or update changes to address in Employee Online
- 2) Upon receipt of Card Packet:
  - a) Activate Card using instructions enclosed in Packet
  - b) Direct questions concerning Card to the number shown on back of Card
- 3) Pay stub information is accessible via on Employee Online

I hereby authorize the Paulding County School District to deposit my payroll check as directed above. I understand my direct deposit election will remain in effect until Paulding County School District receives written notification of cancellation. All changes and cancellations to my deposit election must be received 10 days prior to pay day. I further understand that if my pay is rejected by my bank for any reason, the Paulding County School District will NOT issue a replacement paycheck until the return of the funds is CONFIRMED. Confirmation of returned funds may take up to two business days beyond the scheduled pay date.

\_\_\_\_\_  
**Signature**
**Date**

Payroll Use Only:	NetSpend
Paycard Account Number _____	Address _____
Date of Birth _____	_____
Setup Date _____	_____
Confirmation Number _____	_____