



Amelia County Public Schools

8701 Otterburn Road, Suite 101
 Amelia Court House, Virginia 23002
DIRECT DEPOSIT AUTHORIZATION

ATTACH A VOIDED PERSONAL CHECK (S) WITH DDA FORM FOR VERIFICATION. FOR SAVINGS ACCOUNT(S), PLEASE VERIFY ACCOUNT AND TRANSIT ROUTING NUMBER(S) WITH YOUR FINANCIAL INSTITUTION(S). MONEY MARKET ACCOUNTS CAN NOT BE USED.

SSN:	Employee ID:	Telephone:	Work Location:
Last Name:		First Name:	

PRIMARY ACCOUNT: Start ()		Change* () Enter previous Bank information in shaded area.	
Name of Financial Institution:	Account Type: [] Checking [] Saving	Name of Financial Institution:	Account Type: [] Checking [] Saving
Bank Account Number:	Bank Routing Number: 	Bank Account Number:	Bank Routing Number:

ACCOUNT NUMBER (2): Start ()		Change* ()	
Name of Financial Institution:	Account Type: [] Checking [] Saving Amount \$	Name of Financial Institution:	Account Type: [] Checking [] Saving Amount \$
Bank Account Number:	Bank Routing Number: 	Bank Account Number:	Bank Routing Number:

ACCOUNT NUMBER (3): Start ()		Change* ()	
Name of Financial Institution:	Account Type: [] Checking [] Saving Amount \$	Name of Financial Institution:	Account Type: [] Checking [] Saving Amount \$
Bank Account Number:	Bank Routing Number: 	Bank Account Number:	Bank Routing Number:

PLEASE READ AND CAREFULLY FOLLOW INSTRUCTIONS.

All boxes must be completed to Start or Change Direct Deposit. Do not leave any information blank. Use this form to start or change Direct Deposit for all payments received from Amelia County Public Schools.

Direct Deposit Action Requested:

1. Check **START** if you currently do not have active direct deposit.
 2. Check **CHANGE** if you currently have direct deposit and wish to change your financial institution, or your account number. The Current direct deposit is stopped when a change request is received. While the change is being processed, you may be paid by check.
- * Please provide the old or previous Bank information (In the shaded area)

INSTRUCTIONS TO STOP DIRECT DEPOSIT

Direct Deposit cannot be stopped without providing the Payroll Office with your new Account information. Please update all account information within two weeks of date of deposit.

Special Note: Please make sure your direct deposit has stopped before closing your account. Failure to do so may result in the funds being returned by the bank. This process will cause a 7-10 day delay in receiving a new/replacement check.

AGREEMENT:

*I hereby authorize and request the Amelia County School Board to initiate credit entries and, if necessary, debit entries in accordance with NACHA rules reversing credit entries made in error to my account(s) at the financial institutions(s) named. This Direct Deposit Agreement is to remain in effect until changed or withdrawn by: (a) me in writing with sufficient notice to ACPS to allow adequate time to effect termination, (b) my death or legal incapacity, (c) the financial Institution(s), (d) ACPS. I also understand that I must submit a new Direct Deposit Authorization Form if I change banks and/or accounts.
 I understand that if I close my bank account without properly notifying the Payroll office, I will not receive a salary payment until my Bank returns the funds to ACPS.*

 Signature Date

Routing: Please return this form to Payroll; Central Office or Fax 804.561.3057