

**HANCOCK COUNTY PUBLIC SCHOOLS  
DIRECT DEPOSIT ENROLLMENT FORM**

**\*\*Please note:** Due to bank policies, we are required to send a test file on all new direct deposits, therefore, it may take two pay-checks from the date the form is submitted before the direct deposit is active.

Also, anyone applying for direct deposit will not be able to pick up paychecks or have a deposit made in advance of the payroll date. All deposits will be made on the 5<sup>th</sup> and 21<sup>st</sup> of each month including summer payrolls.

Please type or print:

**EMPLOYEE NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**SOCIAL SECURITY NUMBER** \_\_\_\_\_

**BANK NAME** \_\_\_\_\_

**BANK ADDRESS** \_\_\_\_\_

**BANK ROUTING #** \_\_\_\_\_

**EMPLOYEE ACCOUNT #** \_\_\_\_\_

**PLEASE ATTACH A VOIDED CHECK**

**CHECKING** \_\_\_\_\_ **OR SAVINGS** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**ALL INFORMATION MUST BE PROVIDED TO BE ELIGIBLE FOR DIRECT DEPOSIT**