

# Automatic Banking Service - Authorization Card

Name \_\_\_\_\_ Employee ID No. \_\_\_\_\_  
School Assignment \_\_\_\_\_ Assignment \_\_\_\_\_

Please circle type of account

1 Name of Bank \_\_\_\_\_ Checking or Savings  
Account Number \_\_\_\_\_ Bank ACH Number \_\_\_\_\_  
\_\_\_\_\_ % (Percent) to be deposited or \_\_\_\_\_ \$ (Dollar) amount to be deposited

2 Name of Bank \_\_\_\_\_ Checking or Savings  
Account Number \_\_\_\_\_ Bank ACH Number \_\_\_\_\_  
\_\_\_\_\_ % (Percent) to be deposited or \_\_\_\_\_ \$ (Dollar) amount to be deposited

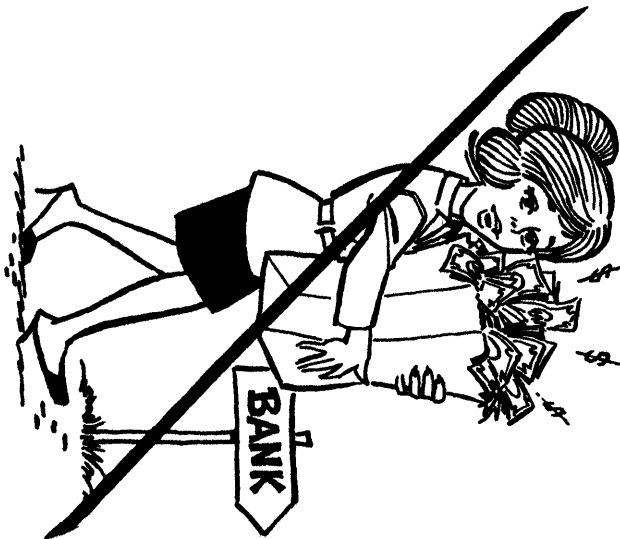
## Summer Savings Account - 10 month employees only

Name of Bank \_\_\_\_\_ Checking or Savings  
Account Number \_\_\_\_\_ Bank ACH Number \_\_\_\_\_  
15 38 % (percent) to be deposited

Signature of Employee \_\_\_\_\_ Effective Date \_\_\_\_\_

Return this form to the Board of Education's Payroll Office

**A Service To You!  
THE AUTOMATIC BANKING SERVICE**



Harford County Public Schools  
102 South Hickory Avenue  
Bel Air, Maryland 21014

Jacqueline C. Haas  
Superintendent of Schools

1705400  
Rev. 4-05

## What do you need to do?

First... If you do not currently have a savings or checking account, you should make arrangements to open one.

Second... Complete the Automatic Banking Service Form on the back of this leaflet and forward it to the Board of Education's Payroll Office. If you are requesting a direct deposit into more than one account, complete the percent and/or dollar amount you wish to be deposited into each account. If a particular amount is desired for one of the accounts, the balance of your net pay will automatically be deposited into the remaining account.

Third... Sit back and enjoy the convenience of having your salary deposited automatically in your account(s) every payday.

The "Bank ACH Number" and your checking "account number" are printed at the bottom of your personal checks.



## Who participates?

All employees of the Board of Education of Hartford County are required to participate in the direct deposit program.

## How does the service work?

Each payday the net amount of your paycheck will be deposited in your account(s) at the bank(s) of your choice. You will receive an earnings statement each payday reflecting the amount deposited in your account(s) and the deductions made from your pay for such items as income deductions made from your pay for such items as income tax, retirement, and insurance. You are allowed up to two (2) accounts for direct deposit. The two (2) accounts can be with different banks.

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