



Fort Payne City Schools

205 45th Street NE | Fort Payne, AL 35967 | Phone: 256.845.0915 | Fax: 256.845.4962

Payroll ACH Deposit Form

Fort Payne City Schools uses automatic deposits for regular monthly payroll checks and any additional payroll payments. The system runs a test on all bank accounts for the first deposit. Due to this test, you will receive a paper check for the first payment after an account change. Direct deposit will become effective beginning with the next payroll deposit.

PLEASE PRINT THE FOLLOWING INFORMATION:

Employee Information

Name on Bank Account: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____

Bank Information

Name of Banking Institution: _____
Routing Number: _____
Account Number: _____
Account Type: ___ Checking ___ Savings
Attached (*only one required*): ___ Voided Check ___ Direct Deposit Verification Form

I authorize Fort Payne City Schools to direct deposit my monthly payroll check and any additional payroll-related payments I receive via ACH. This authorization is continuous until notified in writing. I understand that it is the employee's responsibility to verify that funds are in the account on the scheduled date of deposit. I will contact my banking institution if funds do not appear in my account. Additionally, I will contact the Payroll Clerk regarding any payroll-related questions.

Signature: _____

Date: _____