

TO: Obion County School System Employees
FROM: Ava M. Storie, Payroll Administrator
DATE: May 23, 2008
RE: Direct Deposit

The Obion County School System is in the process of implementing and setting up our direct deposit system for our employees. It will go into effect at the start of the school year 2008-09 with the employees who are normally paid in July. If you are an employee who gets their first check in August, then your direct deposit will start with the August payroll.

In order to get the process completed in a timely manner, we are asking that all employees who want direct deposit complete the attached form and return it to your school office no later than May 30th. These will then be brought to the payroll office that afternoon. If at any time during the summer you change your mind and want to be included in direct deposit or cancel the direct deposit option, please contact the payroll office.

It is very important that each employee who wants direct deposit complete the attached form correctly. Also, it is the employee's responsibility to contact the payroll office if at any time their banking account information changes.

We will follow the same payroll schedule, or pay dates, now in place. If your bank account is in a different bank than the one we will use for direct deposit, that is not a problem. The money is disbursed to your bank and will be in your account the same day. All employees who sign up for direct deposit will still get a check copy from our office showing what was deposited in their account and their deductions.

If you have any other questions, please e-mail me or contact my office. Thank you for supporting this change.

Obion County Board of Education
Company Agreement for Electronic Payments

Authorization Agreement for Pre-Authorized Payments

I (We) hereby authorize Obion County Board of Education , hereinafter called COMPANY, to initiate debit and credit entries to my (our) checking account indicated below and the depository named below, hereinafter called DEPOSITORY, a reasonable opportunity to act on it.

Depository Name _____ Branch _____
City _____ State _____ Zip _____
Routing # _____ Acct. No. _____

This authority is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (or either of us) of its termination in time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Date _____
Name(s) _____ Acct. No. _____
Signed _____ Signed _____
(If second signature required)

Please attach a VOID check to this Authorization Form and return it to:
Ava Storie, Payroll Administrator
Obion County School System



**Place a voided
check here.**

IMPORTANT: IT IS THE EMPLOYEE'S RESPONSIBILITY TO NOTIFY THE PAYROLL OFFICE IF ANY OF THE CHECKING ACCOUNT INFORMATION CHANGES.