

MASON COUNTY SCHOOLS

PO Box 130, Maysville, KY 41056

Phone #: 606-564-5563 – Fax #: 606-564-5392

MASON COUNTY SCHOOLS - PAYROLL DIRECT DEPOSIT

All employees of the Mason County School System must participate in the payroll direct deposit program. This program will provide for the electronic transfer of your paycheck directly to your bank.

Payroll Direct Deposit provides you with the following benefits:

- ❖ Each employee will have their monthly net pay posted to their checking account at 9:00 a.m. on payday (usually the 22nd of each month, however, this may occur on the 20th or 21st).
- ❖ Rather than receiving a paycheck – employees receive a voided check and a normal check stub listing their net pay, deductions, sick leave, etc. **PLEASE NOTE: Your first check is not direct deposit – the check you receive will serve as pre-notification of the direct deposit. Therefore, you will need to deposit this first check.**
- ❖ You are not limited to a certain bank or financial institution – the majority of all banking institutions offer this option.

The following must be completed as soon as possible to allow for all paperwork to be completed prior to the first pay period:

- ❖ Complete and sign the attached form.
- ❖ **A voided check is required** – please staple check to the completed form.
- ❖ Return completed/signed form with the voided check to the financial secretary for your school who will then forward all forms to the payroll department at Central Office.
- ❖ Upon receipt of the completed form, the payroll clerks will enter the account information into our system and send out an electronic pre-notification to your bank. This is to verify correct banks and account numbers. The direct deposit will begin on the next pay period after successful pre-notification.
- ❖ **PLEASE NOTE:** If you change banks, account number – or, if your bank changes names or routing numbers, **WE NEED TO BE NOTIFIED AT LEAST ONE (1) WEEK PRIOR TO PAYROLL.**

Your attention and prompt response are greatly appreciated. Have a great year!

Thanks,

Payroll Department
Mason County Schools

“An equal education and employment institution.”

MASON COUNTY BOARD OF EDUCATION

**AUTHORIZATION AGREEMENT
PAYROLL DIRECT DEPOSIT FORM**

I hereby authorize the Mason County Board of Education to initiate credit entries to my account using the information below. This authorization is to remain in full force and effect until the Mason County Board of Education has received written notification from me of its termination in such a manner as to afford the board of education and the depository a reasonable opportunity to act on it. In the event of an error, I understand that the initiation of a debit entry to my account may be necessary to correct an erroneous credit entry. Finally, the Mason County Board of Education has my permission to provide the Depository with a copy of this authorization upon request of the Depository. I have included a voided check for the account to which I would like funds deposited.

EMPLOYEE INFORMATION

NAME: _____ SOCIAL SECURITY #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DEPOSITORY INFORMATION

FINANCIAL INSTITUTION: _____

Address: _____ Routing #: _____

CITY: _____ STATE: _____ ZIP: _____

CHECKING ACCOUNT #: _____

EMPLOYEE SIGNATURE

DATE

MASON COUNTY BOARD OF EDUCATION REPRESENTATIVE

DATE