

**REQUEST FOR DIRECT DEPOSIT**

INSTRUCTIONS:

* Fill out form completely and return to the Payroll Department at pony code #8004.
* Return to the Payroll Department no later than two weeks prior to your payday.
* All pay dates can be found on the school district website at HCBE.net
* If your account has closed, please call the Payroll Department immediately.



I hereby authorize the Houston County School District to deposit my monthly salary paycheck to the above-named financial institution. I understand that Houston County School District has the authority to make adjustments, if necessary, for any entries made in error to my account. I understand that it is my responsibility to notify the Payroll Office of any changes to my direct deposit information.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_