

Ohio County Schools
2203 National Road
Wheeling, WV 26003
304-243-0300/FAX 304-243-0328

DIRECT DEPOSIT ENROLLMENT FORM

I wish to enroll in the Direct Deposit Program. I understand and agree that:

1. If I am a non 261 day employee and sign the form in June to pick up my summer paychecks in early July as in past years, I agree to have my direct deposit automatically discontinued for the summer pays only. I understand that my direct deposit will then automatically resume when I return in the fall.
2. I am limited to one bank account (checking or savings) into which my pay may be deposited.

Name (please print) _____

Signature _____

Social Security Number _____

School/Department _____

Date _____

Name of Bank _____

Bank's Street Address _____

Bank's City Address _____

Type of Account Checking Savings

STAPLE A VOIDED CHECK TO THIS FORM AND SEND IT TO THE PAYROLL OFFICE.