



Loudoun County Public Schools

21000 Education Court
Ashburn, VA 20148

**PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM
(NEW/CHANGE/STOP)**

Step 1. This authorization is being requested as a result of: **(Please check one)**

- NEW Election CHANGE Account # or Bank STOP direct deposit

Step 2. Please indicate the type of account for direct deposit: **(Please check one)**

- Checking Account Savings Account rapid! PayCard® Visa® (See back)

Step 3. The employee has the option of **one** of the following:

- a. Complete Steps 1 and 2; *Employee Information*; attach a voided check from the financial institution that the deposit will be made to (as long as the document contains the necessary Bank Routing Number and Account Number) and sign bottom of this form.
- b. Complete Steps 1 and 2; *Employee Information*; *Employee Financial Institution* and sign bottom of this form. Direct Deposit will be prenoted.
- c. For online banks, complete Steps 1 and 2; *Employee Information*; sign the bottom of this form **and** attach a printed online version of a Direct Deposit request from the bank's web site. Please ensure it is signed, includes your employee PID and has the necessary Bank Routing Number and Account Number.
- d. For rapid! PayCard® Visa®, complete Steps 1 and 2; *Employee Information* and sign bottom of this form. Arrangements will be made for employee to pick up new rapid! PayCard® Visa®.

| EMPLOYEE INFORMATION | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|---|--|--|--|--------|--|--|
| Employee Name: | | | | | | | Employee Location: | | | | | | |
| Employee Address (Street, Apt, City, State and ZipCode): | | | | | | | | | | | Phone: | | |
| Employee Social Security Number: | | | | | | | Employee PID Number: | | | | | | |
| BANKING INFORMATION | | | | | | | | | | | | | |
| Employee Financial Institution | | | | | | | rapid! PayCard® Visa® | | | | | | |
| <i>CHECK ONE</i> | | | | | | | This section to be completed by designated LCPS staff | | | | | | |
| <input type="checkbox"/> 100% Net Pay <input type="checkbox"/> Partial Amount \$ _____ <small>LCCU or AFCU Only</small> | | | | | | | <i>Arrangements will be made for employee to pick up new rapid! PayCard® Visa®.</i> | | | | | | |
| Bank Name: | | | | | | | Bank Name: The Bancorp Bank | | | | | | |
| Routing Number: | | | | | | | Routing Number: 0311-0116-9 | | | | | | |
| Account Number: | | | | | | | Account Number: 933 _____ <small>(Card ID on front of envelope)</small> | | | | | | |
| FOR PAYROLL USE ONLY → | | | | | | | Customer ID: _____ | | | | | | |
| IMPORTANT: Please read and sign before submitting form. | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> I understand that this authorization will become effective approximately one regular pay period after returning this completed form, assuming valid account and routing number are provided. In the event that the Payroll Division notifies the financial institution that funds to which I am not entitled have been deposited to my account in error, I hereby authorize and direct the financial institution to return said funds to Loudoun County Public Schools as soon as possible. | | | | | | | | | | | | | |
| Employee Signature: | | | | | | | | | | | Date: | | |
| FOR PAYROLL USE ONLY → Date of Birth Validation: Validated by: | | | | | | | | | | | | | |



Save Time. Save Money. Every Payday!

Make the Direct Deposit Choice

Why should you take advantage of Direct Deposit?

- **Get your pay sooner** - access your money right away on payday
- **No more fees to cash your check**- no need to visit a bank or check casher
- **Never miss your pay** - if you are sick, on vacation, not scheduled to work, or the weather's not so great - you can still access your pay immediately on payday
- **Your check will never be lost or stolen**

Get your pay on the rapid! PayCard® Visa® Payroll Card. Once you activate the card, your pay will be deposited to the card. You can use this card to access your pay, set up a savings account, shop and pay bills online wherever Visa debit cards are accepted.



Sign up using the form on the back.

Sign Up Today!

Fill out the Direct Deposit Enrollment Form located on the back.



LOUDOUN COUNTY
Public Schools