

Loudoun County Public Schools Employee Information/Change Form

Name: Mr.____ Mrs.____ Ms.____ _____

First

Middle

Last

PID/SSN: _____ Position: _____

Location: _____

COMPLETE ONLY SECTION APPLICABLE TO CHANGE(S) AND SIGN

Address and Phone Number:

_____ Phone #: _____

PO Box or Street Name/Number

Area Code/Number

City

State

Zip Code

➡ NOTE: Anyone changing state residence must also complete new state tax withholding form.

Direct Deposit Instruction:

Direct Deposit (see instructions A - B below)

Complete the top portion of a Payroll Direct Deposit Authorization Form

- A. Have your bank complete the bottom section of the authorization form **or** send a voided check from a checking account which lists the bank account and routing number.
- B. Forward the Authorization Form to the Financial Services Division for processing.

➡ NOTE: Pay stubs may be accessed on the E-Pay System from school or your home computer. Registration is required from a school network computer. You may opt in to having a printed pay voucher.

➡ NOTE: Federal/State Withholding forms, Opt-in forms and Direct Deposit forms are available on the intranet. Click on Business and Financial Services, then on Payroll. Forms are listed under the Resources area.

Please return to:

LCPS

Director, Employee Relations

Department for Personnel Services

21000 Education Court

Ashburn, Virginia 20148