



DOUGHERTY COUNTY SCHOOL SYTEM

Direct Deposit Sign-Up Form

DIRECTIONS

- To sign up for Direct Deposit, the payee is to fill in the information requested in Section 1.
- The completed form should be returned to the Dougherty County School System Payroll Office.

PLEASE ATTACH A VOIDED CHECK TO THIS FORM IN ORDER TO COMPLETE THE PROCESS.

SECTION 1 (To Be Completed By Payee)

Type of Account:			
Checking	Savings	Pay Card	
Name of Payee (last, first, middle initial)		E-Mail Address	
Address (Street, Route, P. o. Box, APO/FPO)		Depositor Account Number	
City	State	Zip Code	Type of Payment
X Dougherty County School System Payroll Check			
Telephone Number	Date of Birth	This box is for Allotment of Payment Only <i>(if applicable)</i>	
Social Security Number	Employee ID Number	Type	Amount
Signature		Date	

SECTION 2

Government Agency Name	Government Agency Address
DOUGHERTY COUNTY SCHOOL SYSTEM	200 PINE AVENUE ALBANY, GA 31702

SECTION 3 (To Be Completed By Financial Institution)

Name and Address of Financial Institution	Routing Number
	Depositor Account Title

EMPLOYEE SHOULD MAIL OR BRING IN THE COMPLETED FORM TO THE DCSS PAYROLL OFFICE.