



# George County School District

## Accounts Payable Employee ACH Form

All employee expense reimbursements will be paid electronically via ACH. A payment stub will be sent to your work email.

Employee Name (please print): \_\_\_\_\_  
Work email address where electronic statements should be sent: \_\_\_\_\_

Work Location \_\_\_\_\_ Last 4 digits of SSN \_\_\_\_\_

**Choose the option below that indicates how you would like your payments deposited.  
Only select one (1) option.**

Deposit my expense reimbursements exactly as my payroll is currently direct deposited. (If you have multiple bank accounts setup for your payroll deposit, we will automatically choose the bank account that has the most amount of payroll being deposited to it.)

I choose to have my expense reimbursements deposited differently than how my payroll is currently direct deposited. (If choosing this option, complete the information below. You can only list one (1) account.)

*Please attach a voided check or a direct deposit authorization form from your Financial Institution. If using a mobile bank account (e.g. Green Dot, Chime, etc.) please attach an online printout that states your name, routing number, account number, and whether it is Checking or Savings.*

Bank Name	Routing Number	Account Number	Checking or Savings

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed form in a sealed envelope to the Business Office, attention Vickie Byrd or bring form in person.