



GEORGE COUNTY SCHOOL DISTRICT

Accounts Payable Employee ACH Form

2026–2027 School Year

All employee expense reimbursements will be paid electronically via ACH (direct deposit). A payment stub will be sent to your work email address on file.

■ REQUIRED ATTACHMENT — DO NOT SKIP

You **MUST** 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.), attach an online printout showing your name, routing number, account number, and whether the account is Checking or Savings.

Forms submitted without this attachment will be returned and payment set-up will be delayed.

EMPLOYEE INFORMATION

EMPLOYEE NAME (PLEASE PRINT):

WORK EMAIL ADDRESS WHERE ELECTRONIC PAYMENT STUB SHOULD BE SENT:

WORK LOCATION:

LAST 4 DIGITS OF SSN:

AUTHORIZATION AGREEMENT

- I hereby authorize George County School District to initiate automatic deposit to my account at the financial institution(s) named below. I also authorize George County Schools to make withdrawals from this account in the event that a credit entry is made in error.
- Further, I agree not to hold George County Schools responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.
- This agreement will remain in effect until George County Schools receives written notice of cancellation from me, or until I submit a new Accounts Payable Employee ACH Form to the Business Office, attn.: Vickie Byrd.

BANK INFORMATION

Bank Name	Routing Number	Account Number	Checking	Savings
			☐	☐

EMPLOYEE SIGNATURE:

DATE:

☐ I confirm that a voided check or a bank letter/direct deposit authorization form is attached to this form.

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