

**ATTACH VOIDED CHECK OR SAVINGS LETTER HERE.**

**KNOX COUNTY SCHOOLS**

**AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDIT)**

**INSTRUCTIONS FOR COMPLETION OF FORM BELOW LINE**

1. Enter your bank name
2. Enter Bank Routing Number – This is found in the micr encoded numbers in the lower left corner of your check  
Example 274271390
3. Enter your bank account number  
You may deposit to a **checking account** by attaching a voided check or to a **savings account** by attaching a letter on the financial institution letterhead signed by an official of the institution. **Either** the check or letter must include the encoded routing number and the encoded account number.
- 4-5. Enter your name and social security number
- 6-7. Enter date and base school
8. Sign your name

**DO NOT DETACH**

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1. BANK NAME: \_\_\_\_\_

2. BANK ROUTING NUMBER: \_\_\_\_\_ 3. ACCOUNT NUMBER: \_\_\_\_\_

PLEASE MARK **ONE** BOX:  CHECKING  SAVINGS

I hereby authorize Knox County Schools to deposit my net pay automatically into my account at the financial institution indicated above. I also understand that in the event of an overpayment or erroneous deposit, that between transmittal but prior to that specific pay date that it involves the total check amount may be retrieved from the bank in order that the correction may be made.

PLEASE PRINT

4. NAME: \_\_\_\_\_ 5. SOC. SEC. # or EMP. #: \_\_\_\_\_

6. DATE: \_\_\_\_\_ 7. BASE SCHOOL: \_\_\_\_\_

8. SIGNATURE: \_\_\_\_\_