



Baltimore City Public School System
 Payroll Office
 200 East North Avenue, Room 114
 Baltimore, Maryland 21202
 Phone: 410.396.8853/54 Fax: 410.625.0321



PAYROLL DIRECT DEPOSIT

Employee Name _____
Last, First, Middle

Employee ID # _____

Assignment # _____

SELECT ONE OF THE FOLLOWING

- New Direct Deposit
 - Checking (**Attach voided check**)
 - Savings

Change Direct Deposit

Discontinue Direct Deposit

If you are depositing into a savings account, please supply the following information:

Account # _____ Routing # _____

Bank Name _____

Phone # _____

I hereby authorize Baltimore City Public School System and the financial institution listed above to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account:

Signature _____ Date _____

HR USE ONLY

Date Received from Employee _____

Employee Assignment # _____

Assignment Date _____

Entered By _____

Date Forwarded to Payroll _____

PAYROLL USE ONLY

Date Received _____

Date Entered _____

Entered By _____