



Baltimore City Public Schools
 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 – PLEASE PRINT CLEARLY

Employee ID # _____

Address _____
Street

City

State

Zip

SELECT **ONE** OF THE FOLLOWING

- Checking (**Attach voided check**)
- Savings (**Attach any document showing your bank name, account # and routing #**)
- Discontinue Direct Deposit

Important: Failure to attach the required documents will result in the non-processing of your direct deposit request.

Note: 100% of your net pay will be deposited into the account designated above.

I hereby authorize Baltimore City Public Schools and the attached financial institution approval to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my account.

Signature _____ Date _____

PAYROLL USE ONLY

PAYROLL USE ONLY	
Date Received	
Date Entered	
Entered By	