

SUMMERS COUNTY BOARD OF EDUCATION POLICY

Adopted: 9/10/87 Revised 11/17/04
Reference: Board Minutes

Code: IV-M-6
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DIRECT DEPOSIT

The Summers County Board of Education may authorize direct deposit of payroll checks upon the request of the employee.

To set up direct deposit, the employee must notify the payroll office and provide a voided check for the account into which payroll payments are to be deposited. The direct deposit authorization shall remain in effect until which time employment ceases or the employee chooses to cancel direct deposit.