

**Wood County Educational Service Center  
1867 N. Research Drive  
Bowling Green, OH 43402**

**Direct Deposit of Paycheck**

**Direct Deposit is required for ALL employees.**

When initially signing up for direct deposit or changing bank accounts, you will receive a paycheck for the first payroll period. This is a pre-note system, which enables payroll to verify that the routing and account numbers sent to the bank are correct.

*Your direct deposit will go into effect with your **second** Wood County E.S.C. payroll.* At that time, you will receive your direct deposit notification form sent to your Wood County ESC provided e-mail address. Instructions on how to access your e-mail account, along with your e-mail username and password, will be included with your first paycheck or given to you with your new employee packet.

Please fill out the information below and **return with a voided check, deposit slip, bank counter check form or a bank direct deposit information form** from your bank. **NO HANDWRITTEN BANK INFORMATION WILL BE ACCEPTED.**

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Last Name	First Name	Middle Initial
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***Please check one:***

I will pick up my first paycheck(s) at the WCESC office \_\_\_\_\_

Please mail my first paycheck(s) \_\_\_\_\_

E-mail notifications are sent out one day prior to payday

**IMPORTANT – Do NOT close an existing account until a new account is opened & all information has been provided to the payroll department!**

**All paychecks will be mailed one day prior to the pay date when a pay date falls on a day the office is closed.**

**Direct Deposit Offers Many Advantages For You!**

- Funds are placed in your account every other Friday, even when you are away from the job.
- Eliminates the need to go to the bank and wait in long lines to cash or deposit your check.
- No lost or delayed checks because of the postal system.
- Encourages savings. You can designate part of your pay to go directly to your savings account.
- Eliminates holds on checks. Your funds are in your account and available to you on payday.
- You still receive a notice telling you how much you made, as well as your deductions.
- Eliminates the critical receipt of your check.

### **Questions & Answers about Direct Deposit**

***Q: How does direct deposit work?***

A: With direct deposit, your pay will automatically be deposited into your account on payday instead of receiving a check, which you then must deposit, or cash. You will still receive a pay notice, which shows your earnings, taxes, and deductions.

***Q: How do I know my deposit has been made?***

A: Your deposit will appear on your bank statement that you receive from your financial institution. You will continue to receive a pay notice from Wood County ESC that shows your earnings and deposit.

***Q: When will the funds be available in my account?***

A: The deposit into your personal account will be made by Friday morning of payroll. This means that the money will be available for withdrawal after this time. Under the current system, the funds are probably not credited to your account until the following Monday. When depositing a check into an account, the financial institution retains the right to limit the amount that you can withdraw from your account until they have been paid for this check. With direct deposit, there will be no “hold” on the availability of your funds.