

Payroll Distribution Form

*This form is to be filled out **ONLY** by those employees who have changes **OR** new employees.*

_____ I wish to have direct deposit*

New employees – Direct deposit forms are included in orientation packet.

Current employees – If you wish to start direct deposit, forms are available in CBO.

(If you already have direct deposit, no additional forms need to be filled out.)

You must check one of the following:

_____ I wish to receive my check at the Career and Technical Education Center

_____ I wish to receive my check at the Special Education Building

_____ I wish to receive my check at Lincoln Academy

_____ I wish to receive my check at the Information and Technology Division
(Brodock Press Complex)

_____ I wish to receive my check at the Professional Development Center

_____ I wish to have my check mailed

_____ Date

_____ Employee's Signature

*Please return form to the **Payroll Office (CBO)** before the first payroll period.

Any changes in your distribution selection must be made two weeks in advance.

Short-term changes such as vacation, recess, etc., are not valid reasons for a distribution change.