

ACCREDITED BY



PHONE (334) 774-2355

## DALE COUNTY BOARD OF EDUCATION

OFFICE OF SUPERINTENDENT  
DALE COUNTY GOVERNMENT BUILDING  
202 SOUTH HIGHWAY 123, SUITE E  
OZARK, ALABAMA 36380

FAX (334) 774-3503

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### Memorandum

TO: Dale County Board of Education Employees

In an effort to continually improve service to our employees, the Dale County Board of Education Payroll Department will have the following changes for this upcoming school year: effective September 2017, all employees, including substitutes, will be required to sign up for direct deposit. Please fill out the attached form and return to the address listed below by August 25<sup>th</sup>. Be sure to include a voided check for the bank account information provided. If you have any questions please contact Karen Goodson at 334-774-2355.

Mail form and voided check to:

ATTN: Karen Goodson  
202 S HWY 123, Suite E  
Ozark, AL 36360

Thank You:

Jesse James  
Chief School Finance Officer  
Dale County Board of Education

**ATTACH VOIDED CHECK HERE**

**DIRECT DEPOSIT AUTHORIZATION FORM**

\_\_\_\_\_   
Change

\_\_\_\_\_   
New

NAME OF BANK \_\_\_\_\_

LOCATION OF BANK \_\_\_\_\_

ROUTING NUMBER OR ABA NUMBER \_\_\_\_\_

NAME ON ACCOUNT \_\_\_\_\_

ACCOUNT NUMBER \_\_\_\_\_ CHECKING/SAVINGS

EMPLOYEE NAME(PRINT) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EMAIL ADDRESS FOR CHECK STUB \_\_\_\_\_

DALE COUNTY BOARD OF EDUCATION  
PAYROLL DEPT/KAREN GOODSON  
202 S HWY 123, SUITE E  
OZARK, AL 36360  
334-774-2355