

**PAYROLL FREQUENCY & DISPOSITION FORM**

Charlottesville City Schools  
1562 Dairy Road  
Charlottesville, VA 22903

**A. Salary payment frequency:**

If not checked allocation will be 24.

I request my salary in 20 payments ( ) or 24 payments ( ). Check one.

Note: An employee wishing to change their pay frequency must do so in writing (preferably using this form) & have it logged in by the receptionist in Central Office 1 by the end of August for the next school year.

**B. Method of payment (#1 or #2):**

1. Automatic Payroll Deposit ( ) {This is available for ALL employees - your funds will be in the banking institution by the end of payday}

a. Agreement for Automatic Deposit: I hereby authorize the Charlottesville City Schools to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account below. The authority is to remain in force until the Charlottesville City Schools has received written notification from me of its termination in such timely manner as to afford the Charlottesville City Schools a reasonable opportunity to act on it.

b. Type of account: Checking ( ) or Savings ( ) Check one.

**Note: There is a one pay period delay for the electronic deposit to go into effect; a payroll check will be printed for that pay period.**

**NOTE: Please tape a voided check here to enroll for automatic deposit.**

  
  
  
  
  
  
  
  
  
  

**If you are a member of the UVA Credit Union only the 6 digit account #**

  
  
  
  
  
  
  
  
  
  

**is used. # \_\_\_\_\_ . Routing No: 2514-8018-1**

2. Payroll check ( ) {Note:items for substitutes are mailed - delivery may take days}

**C. Routing - deliver to work location @ \_\_\_\_\_.**

Employee: \_\_\_\_\_ Last 4 digits of Social Security #: \_\_\_\_\_  
(Print or type)

Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

Reminder: Did you indicate pay frequency in "A" above?