

Baldwin County Board of Education
Payroll and Benefits Department
2600-A North Hand Avenue
Bay Minette, AL 36507

PR-DDE
11/08

Application For Exemption From Payroll Direct Deposit

Employee Name: (LastName, FirstName, MiddleInitial)		
Social Security #	Employee #	
Mailing Address		
City	State	Zip Code
BCBE Email Address	Home Phone Number	
Payroll Frequency		
Semi-Monthly	Monthly	

I, the undersigned employee, hereby authorize that I am unable to set up or utilize direct deposit of my payroll. Because I am unable to utilize direct deposit I am requesting to be paid by check from the Baldwin County Board of Education for future payroll payments due to one of the reasons below.

(Select one)

I am unable to get a bank account. (Please attach a letter from a local bank.)

I do not work/live near a bank or ATM from which I can withdraw cash.

Employee Signature	Date

Approval Signature Required:

Chief School Financial Officer	Approved	Denied
Name	Signature	Date

Send Original document to Payroll and Benefits Department.
No copies or facsimiles will be accepted.