

TOWN OF EASTON - EASTON PUBLIC SCHOOLS

To enroll in direct deposit, simply fill out this form and return to the Payroll Office. Attach a voided check(s) or photocopy of a check(s) – not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit number for your account. It isn't always the same as the number on a savings deposit slip. Your first direct deposit may take two to three payroll periods to initiate.

Name \_\_\_\_\_

Email Address \_\_\_\_\_ (paystub will be emailed)

School \_\_\_\_\_

Home Phone # \_\_\_\_\_

Bank Name _____ Account Number _____ Routing Number _____ Type of Account: Checking____ Savings____ Amount: <u>Net Amount for Pay Period</u> Check all that apply: New Acct. ____ Additional Acct. ____ Change _____ Stop all Direct Deposits _____	Bank Name _____ Account Number _____ Routing Number _____ Type of Account: Checking____ Savings____ Amount: \$ _____ Check all that apply: New Acct. ____ Additional Acct. ____ Change _____ Stop all Direct Deposits _____
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**Important! Please read and sign before submitting.**

Your Direct Deposit will continue to be deposited into your designated account at your financial institution until the Payroll Office is notified that you wish to redesignate your account and/or your financial institution. To redesignate, complete and submit a new Direct Deposit form with the new information. **DO NOT CLOSE YOUR OLD ACCOUNT UNTIL YOUR FIRST PAYMENT IS DEPOSITED INTO YOUR NEWLY DESIGNATED ACCOUNT AND/OR FINANCIAL INSTITUTION.** Your first payment into your new account will be within 40 days after your form is received by the Payroll Office. You may receive a paper check during this period.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

In signing this form, I authorize my salary payment to be sent to the designated financial institution(s) to be deposited into the specified account(s).