

**NEWTOWN PUBLIC SCHOOLS  
DIRECT DEPOSIT OF PAYROLL  
ENROLLMENT FORM**

Checking Account (please attach a voided check)

Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Savings Account (please attach preprinted deposit slip)

Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

**Note: It normally requires four weeks from the date the enrollment notification is received in payroll for direct deposit to become effective.**

**If it is verified that you have been paid in excess of your actual hours worked, you agree that we may reverse your direct deposit or bill you for the amount owed.**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_