



Simsbury Public Schools

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Payroll and Benefits Department
Simsbury Board of Education

AUTHORIZATION FOR DIRECT DEPOSIT

****NOTIFY PAYROLL IMMEDIATELY IF YOU CLOSE OR CHANGE ANY BANK ACCOUNTS****

PRINT Clearly, Fill Completely, Sign and Date

____ New Net Check/Partial ____ Cancel Net Check/Partial ____ Change Existing to New Net/Partial
____ Add New Partial Dep ____ Change Amount Only

Employee Name: _____ SS# _____

Employee ID Number: _____ Location and Department: _____

NET CHECK

Bank Name _____

ABA# _____ (routing number *must* be nine digits)

Account# _____ Checking Savings

Attach appropriate blank voided check or bank documentation that includes routing and account numbers

PARTIAL DIRECT DEPOSIT

Bank Name: _____

ABA# _____ (routing number *must* be nine digits)

Account# _____ Checking Savings Change Amt. Only

Amount of Deposit: \$ _____

Attach appropriate blank voided check or bank documentation that includes routing and account numbers

2ND PARTIAL DIRECT DEPOSIT

Bank Name : _____

ABA# _____ (routing number *must* be nine digits)

Account# _____ Checking Savings Change Amt. Only

Amount of Deposit: \$ _____

Attach appropriate blank voided check or bank documentation that includes routing and account numbers

Signature: _____ **Date:** _____

IMPORTANT: This document must be signed by employees requesting automatic deposit of paychecks and submitted to the Payroll Department for processing and retained on file. Employees must attach a blank voided check or appropriate bank documentation to verify corresponding account numbers and bank routing numbers. This authorization will be in effect until Simsbury Public Schools receives a written termination notice from said employee and has a reasonable opportunity to act on it. Be advised, it will take two pay periods before this Direct Deposit becomes effective. Should you have any questions, please contact the Payroll Department.

**Simsbury Public Schools will send your pay directly to your
checking or savings account with Direct Deposit**

To get started, select the types of accounts and obtain the appropriate documents and complete the form on **page 1**:

1. **Checking account:** a clear copy of an original voided check.
2. **Credit Union Account:** letter from your credit union, specifying the correct routing and account number.
3. **Savings Account:** letter from your bank, specifying the correct routing and account number.

For Checking Accounts, you can locate the Routing Number and Account Number at the bottom of a Check.

