



# Simsbury Public Schools

933 HOPMEADOW STREET SIMSBURY, CONNECTICUT 06070

Payroll 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 (ATTACH APPROPRIATE BANK DOCUMENTATION)**

\_\_\_\_ 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# \_\_\_\_\_ (routing number *must be nine digits*)

Account# \_\_\_\_\_ Checking  Savings

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

### PARTIAL DIRECT DEPOSIT

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

ABA Routing Number# \_\_\_\_\_ (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 for confirmation

### 2<sup>ND</sup> PARTIAL DIRECT DEPOSIT

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

ABA Routing Number# \_\_\_\_\_ (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 for confirmation

**Signature:**

**Date:**

\_\_\_\_\_

**IMPORTANT:** This document must be signed by employees requesting automatic deposit of paychecks and submitted to the Payroll Department for processing and will be 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, during the prenote process it will take two pay periods before this Direct Deposit becomes effective.**

Should you have any questions, please contact the Payroll Department.

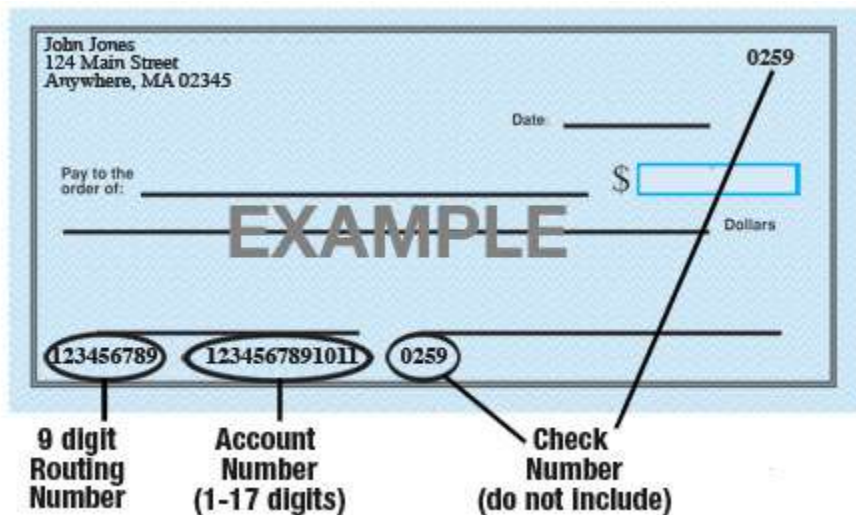
**Simsbury Public Schools will send your pay directly to your checking or savings account with Direct Deposit**

Select the type of account, obtain the appropriate bank documents, complete and submit the form on **page 1**:

**Attach the appropriate bank documentation to page 1 the Authorization for Direct Deposit form once complete and submit both to our payroll department for processing.**

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.

Checking Account bank Routing Number and Account Number are located at the bottom of a check.



**The Authorization for Direct Deposit form on page 1 must have appropriate bank documentation attached in order to process. The appropriate bank documentation is required to confirm correct bank name, routing and account number.**