



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.

