

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: Net Amount for Pay Period 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).