

**Salem School District
Salem, Connecticut**

DIRECT DEPOSIT ENROLLMENT FORM

Please read this form carefully and write clearly

If this is a new account, you must:

1. Already have the account set up at your bank.
2. Find out if the bank accepts direct deposits. Verify bank transit number and your account number (including dashes).
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there is not anything special that you need to do as far as your bank is concerned.

Please check the action and fill out the form below:

- ☐ Cancelling account (complete Item C below). Do not close an account unless you cancel it through Payroll first.
- ☐ Direct deposit already set up; changing monthly dollar amount only (complete Items C through E below).
- ☐ A new account (complete Items A through E below).
- ☐ A new account to replace a direct deposit already set up (complete Items A through E below).

Which account are you replacing? _____

A. Bank Name: _____

B. Bank TBA # (Routing #):

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C. Bank Account #:

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D. Checking ☐ Savings ☐

E. Full Deposit ☐ Partial Deposit (Amount per Payroll): \$_____

Please return this form to Jennifer Kayser, Executive Assistant to the Superintendent, with a VOIDED check from your checking account or a deposit form from your savings account.

YOUR ACCOUNT NUMBER WILL BE PRE-NOTED FOR 10 DAYS to 2 WEEKS AFTER INPUT

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- I authorize Salem School District and the bank listed above to deposit my net pay or portion thereof as indicated above into my account each payday.
 - If funds to which I am not entitled to are deposited to my account, I authorize Salem School District to direct the bank to return said funds.
 - I understand that my deposit may not be credited to my account until 5:00 PM on the pay date indicated on the check voucher.
 - I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay day.

Employee Name (Print)

Employee Signature

Date