

Windham Public Schools

Employee Direct Deposit Enrollment Form

General Instructions: (1) Fill out and sign this form, (2) Attach a voided check or documentation letter from your bank verifying the account number for each checking account (*not a deposit slip*), and (3) Return this form to the Payroll Department. If you want to deposit into a savings account, have your bank provide you with the account number and the routing and transit number (*it usually is not the number on a deposit slip*). See example at bottom.

Important! Employees, please read and sign the following before you complete and submit your account information.

The undersigned hereby authorizes the Town of Windham Board of Education ("Employer") to deposit any sums Employer owes to me into the bank or other financial institution ("Financial Institution") accounts identified below. The undersigned also authorizes Financial Institution to receive and accept any such deposits and credit the same to my account. If any deposit is made to my account in error by Employer, Financial Institution is authorized to return the erroneous payment to Employer and to debit my account for the same in an amount not to exceed the amount of the erroneous deposit. This authorization shall remain in effect until revoked by the undersigned in writing so as to allow Employer and Financial Institution a reasonable opportunity to act.

Printed Name: _____ Employee ID#: _____

Employee Signature _____ Date: _____

Please print, sign and submit this form to the Payroll Dept.

Employee Account Information for: 1. PRIMARY ACCOUNT

New Account	Replacement Account	Cancel Account	Change Deposit Amount
1. Bank Name, City, & State: _____			
Routing & Transit Number: _____ Account Number: _____			
Checking Savings Please deposit: \$ _____ or Entire Net Pay			
2. SECONDARY ACCOUNT			
New Account	Replacement Account	Cancel Account	Change Deposit Amount
2. Bank Name, City, & State: _____			
Routing & Transit Number: _____ Account Number: _____			
Checking Savings Please deposit: \$ _____			

Checking Account # (usually follows the Routing & Transit #)

John & Jane Doe
123 Your Street
Anywhere, USA 12345

2001

Pay To The Order Of _____

ATTACH VOIDED CHECK

Date _____ \$ _____ DOLLARS

Check Number (is not needed to complete this form)

Routing & Transit # (9 digit number between these two symbols)

YOUR BANK
123 Your Bank's Street
Anywhere, USA 12345

Memo _____

[: 012347678 :] 123456789"

/2001/

New Direct Deposits can take 2 - 3 pay cycles to process.

Questions? Please contact payroll@windham.k12.ct.us or 860-465-2320

<p>Business Office use only: Entered by: _____</p>	<p>Pre Note Date: _____</p>
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