

**WESTBROOK SCHOOL DEPARTMENT**  
**Payroll Direct Deposit Authorization Form**  
**Required for all Employees**

I hereby authorize The Westbrook School Department to initiate credit entries to my account(s) listed below and to initiate, if necessary, debits and adjustments for any errors made to these same account(s). This authorization will remain in effect until The Westbrook School Department has received otherwise written notification from the employee. **I understand that requests to initiate or change direct deposits can take up to two full pay periods to process.**

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Please check appropriate option(s):

- New Enrollment       Change to checking account       Change to savings account

You have the option of having several direct deposits. Please fill out the information below according to how many accounts you will be using and what dollar amounts you would like deposited in each. **Please attach a voided copy of a check for checking accounts.**

- If you choose to deposit to only one account, you do not need to provide a dollar amount.
- If you choose to use two or more accounts, please provide dollar amounts for one or two accounts and write "Net" on the last account.

	<b>ADD or DELETE ACCOUNT</b>	<b>BANK NAME</b>	<b>BANK 9-Digit ROUTING NUMBER</b>	<b>BANK ACCOUNT NUMBER</b>	<b>TYPE OF ACCOUNT C = Checking S = Savings</b>	<b>AMOUNT or "NET"</b>
<b>1.</b>						\$
<b>2.</b>						\$
<b>3.</b>						\$
<b>4.</b>						\$
<b>5.</b>						\$

**Paystub Distribution Options:** With the rising cost of postage we are phasing out the option to routinely send employee paystubs through the US Mail. This leaves employees with 2 options to receive their paystub.

**Please select one option:**

- I would like my paystub emailed to me each payroll to the following email address:

\_\_\_\_\_

- I would like my paystub sent to my school through interoffice mail.