

CARVER SCHOOL DEPARTMENT
INFORMATION AND INSTRUCTIONS FOR DIRECT DEPOSIT

You may have your full net pay or any portion of it directly deposited to any checking and or savings account with any bank. You may have up to three (3) separate direct deposit accounts.

If any of these accounts are joint accounts, the other person named on the account **must** also sign the attached form.

For direct deposit to any checking account, you must attached one of your blank checks. Write VOID across the face of this check.....

Please be certain to call your bank to obtain their Transit/ABA number. Also check with your bank to make certain your account number contains all the correct numbers needed for electronic direct deposit.

After you hand in a direct deposit form, it must go through the process of a Pre-note during an actual payroll period before the actual deposit takes place. A Pre-note is like a trial run where your account information goes out to the bank(s) you have chosen. If all is correct, your direct deposit will take place during the following pay period. You will know when this happens from the information on your paycheck stub.

RECAP:

- STEP 1 Complete attached form.
- STEP 2 You and any other person named on a joint account sign this form.
- STEP 3 For direct deposit to any Checking Account, you **must** attach one of your checks.
- STEP 4 Send completed form to the School Business Office.

TOWN OF CARVER
DIRECT DEPOSIT AUTHORIZATION

EMPLOYEE NAME: _____

ADDRESS: _____

TOWN, STATE, ZIP: _____

SOCIAL SECURITY: _____

I HEREBY AUTHORIZE AND REQUEST YOU TO : **ADD OR CHANGE**
(circle one)

DEDUCT \$ _____ / OR NET FROM MY CHECK EACH PAY PERIOD

AND DEPOSIT INTO: _____
(name of bank)

CHECKING ACCOUNT NUMBER: _____

TRANSIT, ABA NUMBER: _____

DEDUCT \$ _____ / OR NET FROM MY CHECK EACH PAY PERIOD

AND DEPOSIT INTO: _____
(name of bank)

SAVINGS ACCOUNT NUMBER: _____

TRANSIT, ABA NUMBER: _____

This authority is to remain in full force and effect until the Town of Carver has received written notification from the undersigned of its termination in such time and in such manner as to afford the Town of Carver a reasonable opportunity to act upon it.

EMPLOYEE SIGNATURE: _____ DATE: _____

JOINT (if any): _____ DATE: _____