CARVER PUBLIC SCHOOLS

DIRECT DEPOSIT AUTHORIZATION FORM

EMPLOYEE NAME: _____

ADDRESS: _____

TOWN, STATE, ZIP: _____

SOCIAL SECURITY: _____

I hereby authorize and request you to: ☐ add a new account **or** ☐ change an existing account

ACCOUNT INFORMATION:

BANK NAME: _____

ACCOUNT NUMBER: _____ **ROUTING NUMBER**: _____

TYPE: ☐ CHECKING ☐ SAVINGS **AMOUNT**: ☐ WHOLE CHECK ☐ **$**_____

ACCOUNT INFORMATION:

BANK NAME: _____

ACCOUNT NUMBER: _____ **ROUTING NUMBER**: _____

TYPE: ☐ CHECKING ☐ SAVINGS **AMOUNT**: ☐ BALANCE ☐ **$**_____

ACCOUNT INFORMATION:

BANK NAME: _____

ACCOUNT NUMBER: _____ **ROUTING NUMBER**: _____

TYPE: ☐ CHECKING ☐ SAVINGS **AMOUNT**: ☐ BALANCE ☐ **$**_____

This authority is to remain in full force and effect until the Town of Carver has received written notifications 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.

SIGNATURE: _____ **DATE:** _____

CARVER PUBLIC SCHOOLS

DIRECT DEPOSIT INFORMATION AND INSTRUCTIONS

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.

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

Please be certain to double check your account and routing numbers to make certain they contain all the correct numbers needed for electronic direct deposit.

Note: After you hand in a direct deposit form, it must go through the process of a prenote during an actual payroll period before the actual deposit takes place. A prenote 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 For direct deposit to any Checking Account, you must attach one of your checks.

STEP 3: Return the completed form to the School Business Office.

STEP 4: After returning the form, the direct deposit will go through a pre-note process, therefore, the direct deposit will not be effective until the second effective pay period.