

South Windsor Public Schools  
1737 Main Street  
South Windsor, CT 06074

## DIRECT DEPOSIT FORM

Check all that apply.

**NEW ENROLLMENT**

**CHANGE NOTIFICATION**

**PAYROLL AUTHORIZATION**

*I authorize the direct deposit of my net pay by the South Windsor Public Schools to the following checking/savings bank account. I assume responsibility for verification on my deposit amounts. In the event that my employer deposits (credits) my account erroneously, I authorize my employer to withdraw (debit) funds from my account in an amount not to exceed the original deposit, and to re-deposit the corrected net pay.*

**REIMBURSEMENTS** (e.g., mileage, supplies, etc.)

*I authorize the direct deposit of my reimbursement(s) by the South Windsor Public Schools to the following checking/savings bank account. I assume responsibility for verification on my deposit amounts. In the even my employer deposits (credits) my account erroneously, I authorize my employer to withdraw (debit) funds from my account in an amount not to exceed the original deposit, and to re-deposit the correct reimbursement amount.*

**BANK INFORMATION**

**Checking Account** (Attach VOIDED Check)

**Savings Account**

Employee Name: \_\_\_\_\_

Employee Email: \_\_\_\_\_ Social Security #: XXX-XX-\_\_\_\_\_

Bank Name/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IMPORTANT NOTES

- Your pay advice for both payroll and reimbursements will be emailed to the email address provided above.
- It will take a minimum of one (1) pay period from the time your bank approves the automatic deposit for your direct deposit to be active.
- Please return the completed form to the Payroll Department via interoffice mail or email.
- For more information or questions, please contact the Payroll Department.

<b>Sue Dederer</b>	<b>Christine Sauer</b>
(860) 291-1275	(860) 291-1226
sdederer@swindsor.k12.ct.us	csauer@swindsor.k12.ct.us