

Windsor Locks Public Schools  
**PAYROLL ELECTRONIC DIRECT DEPOSIT AUTHORIZATION FORM**

**PART I - Employee Information**

**Deposit Action:**    New:        Change:        Stop:   

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

**PART II – Employee Bank Information**

***Checking account – attach a voided check/Savings account – attach a deposit slip***

Bank 1 Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Checking Acc't #: \_\_\_\_\_      Savings Acc't #: \_\_\_\_\_

Amount to be deposited: \$ \_\_\_\_\_ (Checking) or Net \$ \_\_\_\_\_

Amount to be deposited: \$ \_\_\_\_\_ (Savings) or Net \$ \_\_\_\_\_

Bank 2 Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Checking Acc't #: \_\_\_\_\_      Savings Acc't #: \_\_\_\_\_

Amount to be deposited: \$ \_\_\_\_\_ (Checking) or Net \$ \_\_\_\_\_

Amount to be deposited: \$ \_\_\_\_\_ (Savings) or Net \$ \_\_\_\_\_

Bank 3 Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Checking Acc't #: \_\_\_\_\_      Savings Acc't #: \_\_\_\_\_

Amount to be deposited: \$ \_\_\_\_\_ (Checking) or Net \$ \_\_\_\_\_

Amount to be deposited: \$ \_\_\_\_\_ (Savings) or Net \$ \_\_\_\_\_

**NOTE: THE ENTIRE AMOUNT OF THE CHECK MUST BE DEPOSITED TO EITHER CHECKING OR SAVINGS OR A COMBINATION OF BOTH IF YOU CHOOSE. A PAYCHECK WILL NOT BE ISSUED TO THE EMPLOYEE.**

**Employee**

Signature \_\_\_\_\_

Date \_\_\_\_\_