

FAIRFIELD PUBLIC SCHOOLS

AUTHORIZATION AGREEMENT FOR DIRECT PAYROLL DEPOSIT

FIXED DEPOSIT AUTHORIZATION: Fixed deposit will be suspended if your earnings are not sufficient to cover your request.

I authorize the automatic transfer of \$_____ per paycheck to the following bank account.
(Fixed Amount)

Checking Account (A voided check must be attached)

Bank Name _____
Account Number _____
Routing Number _____

Savings Account (Routing number is required. This can be obtained from your bank.)

Bank Name _____
Account Number _____
Routing Number _____

NET PAY AUTHORIZATION:

I authorize the automatic transfer of my **net pay** to the following bank account.

Checking Account (A voided check must be attached)

Bank Name _____
Account Number _____
Routing Number _____

Savings Account (Routing number is required. This can be obtained from your bank.)

Bank Name _____
Account Number _____
Routing Number _____

Employee Name (Please print) Date _____

EMPLOYEE IDENTIFICATION NUMBER _____

Signature(s) (If a joint account, **both parties must sign**)

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Direct Deposit Options

All employees are eligible to participate in direct deposit. An option is available that allows an employee to direct deposit into two different accounts. Employees may choose to make a single “net” check deposit or a fixed amount deposit **and** a “net” check deposit. Deposits can be at different banking institutions and can be to either savings or checking accounts.

To begin or change direct deposit complete the Direct Deposit Authorization Agreement form

- **Checking account deposits** – attach a check marked **VOID**. Employee’s name must be pre-printed on the check or statement provided by bank with routing and bank account numbers.
- **Savings account deposits** – account number and bank routing number (statement provided by bank) must be included.
- Authorization form must be signed by both parties for joint accounts.
- New direct deposits and/or changes takes 2 pay periods before processed will be pre-noted (tested) and you will receive a regular check for that pay period.

Please return forms to the Payroll Department.

Advantages of Direct Deposit

- Wages are deposited directly into your account(s) each payday
- Your pay is available even if you are not at your regular assignment on payday
- You do not have to go out in inclement weather to pick up your check if work is cancelled (I.e. hurricanes, snow storms).
- Eliminates lost checks (i.e. within district, mail, accidental laundering)
- Use any bank or credit union
- You may cancel this arrangement at any time
- You continue to receive your detailed pay stub

PLEASE NOTE

If you need to close an account due to unforeseen circumstances you must notify Payroll immediately.