



GROTON PUBLIC SCHOOLS

ADMINISTRATION OFFICES

P.O. Box K, Groton, Connecticut 06340 • 1300 Flanders Road, Mystic, Connecticut 06355
PHONE (860) 572-2100 • FAX (860) 572-2107

Direct Deposit setups take up to 3
paychecks to become effective

DIRECT DEPOSIT ENROLLMENT FORM

EMPLOYEE NAME _____

EMPLOYEE ID NUMBER _____

Employee Signature _____

Date _____

DIRECT DEPOSIT #1: EVERY PAYCHECK OF MONTH		
BANK NAME		
ACCOUNT NUMBER		
ACCOUNT TYPE (CHECK ONE)	CHECKING	SAVINGS
DEPOSIT AMOUNT (\$) OR PERCENT (%)	Select	
IS THIS A NEW DEPOSIT OR A CHANGE TO AN EXISTING DIRECT DEPOSIT? (CHECK ONE)	NEW	CHANGE

➔ Attach a **VOIDED** check **OR** a direct deposit authorization form from your bank.

DIRECT DEPOSIT #2: EVERY PAYCHECK OF MONTH		
BANK NAME		
ACCOUNT NUMBER		
ACCOUNT TYPE (CHECK ONE)	CHECKING	SAVINGS
DEPOSIT AMOUNT (\$) OR PERCENT (%)	Select	
IS THIS A NEW DEPOSIT OR A CHANGE TO AN EXISTING DIRECT DEPOSIT? (CHECK ONE)	NEW	CHANGE

➔ Attach a **VOIDED** check **OR** a direct deposit authorization form from your bank.

DIRECT DEPOSIT #3: EVERY PAYCHECK OF MONTH		
BANK NAME		
ACCOUNT NUMBER		
ACCOUNT TYPE (CHECK ONE)	CHECKING	SAVINGS
DEPOSIT AMOUNT (\$) OR PERCENT (%)	Select	
IS THIS A NEW DEPOSIT OR A CHANGE TO AN EXISTING DIRECT DEPOSIT? (CHECK ONE)	NEW	CHANGE

➔ Attach a **VOIDED** check **OR** a direct deposit authorization form from your bank.