

**ANSONIA PUBLIC SCHOOLS
BOARD OF EDUCATION**

DIRECT DEPOSIT SET UP

Ansonia Public Schools process employee payroll using direct deposits. Through our payroll service, your payroll check is directly deposited into your identified account. This service is available for any bank that accepts the wire-transfer from our payroll service, ADP.

To set up your direct deposit, the following must occur:

- Verify with your bank to be certain they accept Direct Deposit from ADP;
- Attach a VOIDED check; and
- Complete this form and return it to Payroll/HR at the Central Office.

EMPLOYEE NAME _____

WORK LOCATION (circle one)

AHS AMS MEAD PRENDERGAST PRE-K CENTRAL OFFICE ASSUMPTION

Please attach a voided check below and sign form.

Bank Name _____ Bank Address _____

ABA Routing No. _____ Account No. _____

Account Type (circle one) Checking Savings

This confirms my authorization for payroll checks to be deposited directly into the bank account associated with the account information provided above.

Employee Signature

For payroll use only: Date entered _____ By _____