

TRUMBULL PUBLIC SCHOOLS DIRECT DEPOSIT FORM

I _____, hereby authorize the Trumbull Board of Education, hereinafter called **COMPANY**, to make payment of any amounts owing to me for salary by initiating credit entries to my account indicated below in the bank named below hereinafter called **BANK** and I authorize and request **BANK** to accept credit entries initiated by **COMPANY** to such account and to credit the same to such account without responsibility for the correctness thereof. It is understood that in signing this agreement I allow **COMPANY** to initiate a reversal of the described payment entry in the event of error in calculation or payment.

Your payment advice will be sent vial email.

BANK information: To be completed by Employee

Bank 1: Name _____ Routing # _____ Account # _____

Type of Account: ___ Checking ___ Savings. Specified Amount _____ or 100% of net pay ___

YOU MUST SELECT EITHER CHECKING OR SAVINGS AND AN AMOUNT OR 100%

Bank 2: Name _____ Routing # _____ Account # _____

Type of Account: ___ Checking ___ Savings. Specified Amount _____ or 100% of net pay ___

Bank 3: Name _____ Routing # _____ Account # _____

Type of Account: ___ Checking ___ Savings. Specified Amount _____ or 100% of net pay ___

EMPLOYEE ID # _____

It is further understood that I may terminate this agreement at any time by written notification to COMPANY or BANK. Any such notification to COMPANY shall be effective only with respect to entries initiated by COMPANY after receipt of such notification and a reasonable opportunity to act on it. Any such notification to BANK shall be effective only with respect to entries credited to my account by BANK after receipt of such notification and a reasonable time to act on it. PLEASE NOTE NEW DIRECT DEPOSIT ACCOUNTS OR CHANGES CAN TAKE 1 TO 2 PAY PERIODS TO GO INTO EFFECT. A PAPER CHECK FROM TPS WILL BE ISSUED DURING THE TRANSITION.

Signature

DATE

A SEPARATE DOCUMENT INCLUDING BANK NAME, ACCOUNT #, AND ROUTING # IS REQUIRED. EMAIL OR UPLOAD THE DOCUMENT WITH THIS FORM. IF YOU WILL BE DEPOSITING INTO A CHECKING ACCOUNT A VOIDED CHECK CAN BE USED. RETURN FORM AND DOCUMENT TO PAYROLL WHEN COMPLETED.