

PAYROLL DIRECT DEPOSIT AUTHORIZATION FORM

NAME: _____

PHONE NUMBER: _____

With Direct Deposit, your pay is automatically deposited to your personal account of your choice. There are no checks to deposit, no lines to wait in and no difficulties in collecting your pay when you are not in the buildings or if you are away from home.

**ALL EMPLOYEES OF THE NORFOLK PUBLIC SCHOOLS ARE
REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT PROGRAM.
THIS IS NOT AN OPTION.**

Fill out the sign-up form below and attach a VOIDED check or a Savings account card. We will also accept a COPY of a check. However, we will NOT accept Deposits slips, as some banking institutions have different routing numbers for regular deposits. Please return this form to the Payroll office. Your check will be directly deposited with the next payroll. You will receive a direct deposit stub showing your payroll information. You may send your payroll earnings to as many as 10 different accounts and/or banks, but you must designate a dollar amount or percent on all but ONE account. That account would receive the balance or remainder of your earnings.

ACCOUNT NUMBER	CHECKING	SAVINGS	AMOUNT
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____

Financial Institution:

Routing Number:

#1 _____

#2 _____

#3 _____

#4 _____



Signed Name

Date