

## Direct Deposit Authorization Ridgefield Public Schools

<i>Employee Information</i>	
Employee Name	
Address	
<i>Account Information for Deposit of Net Pay (Required)</i>	
Financial Institution Name	
Account Type	
<input type="checkbox"/> Checking (Attach voided check.)	<input type="checkbox"/> Savings (Attach bank documents.)
<i>Account Information for Deduction (Optional)</i>	
Financial Institution Name	
Deduction Amount Per Pay	
Account Type	
<input type="checkbox"/> Checking (Attach voided check.)	<input type="checkbox"/> Savings (Attach bank documents.)

You **must** staple a voided check (for checking account deposit) or documents from your financial institution that identify the **transit routing and account numbers** (for savings account deposits). Return the completed form to Payroll for processing. ***Incomplete forms and forms without the proper attachments cannot be processed.***

To change a depository and/or account number, you must submit one authorization to cancel the current direct deposit and another to authorize the new direct deposit.

I hereby authorize the Ridgefield Board of Education to direct deposit my net pay in the account(s) designated above, and I hereby authorize said depository to accept such credit entries forwarded by direct deposit to such account(s). It is understood that the Board of Education has the legal authority to initiate a reversal of any direct deposit transaction in the event of an error in calculation or overpayment, or any occurrence that renders my direct deposit transaction invalid, without my prior approval.

I hereby cancel my direct deposit authorization.

This authorization will remain in effect until the Board of Education has received written authorization from me in proper required form, of its termination in such time and manner as to afford Board of Education a reasonable opportunity to effect such change.

Employee Signature	Date

## **Direct Deposit of Payroll**

The Business Office is pleased to offer Direct Deposit to all employees. It is a safe, convenient and confidential method of payment that eliminates the worry about lost, stolen or damaged checks. It is also more cost effective and environmentally friendly.

### ***How It Works***

- Complete the Ridgefield Public Schools Direct Deposit Authorization, indicating the name of your financial institution.
- Attach the required documents: a copy of a voided check for checking accounts; a direct deposit document from your bank providing both routing and account numbers for savings accounts.
- Return to Payroll. If returned within a week prior to the next pay date, direct deposit should start with your next pay.
- On (or before) payday, you will receive an electronic copy of your direct deposit receipt if you have an email address@ridgefield.org. Otherwise, substitutes will receive printed stubs via regular mail. This is your receipt that your funds are being transferred by the Board.
- Funds received by your designated financial institutions are available to you on the date of pay.

### ***Important Notes***

Your total net pay will be directly deposited.

You must designate a checking or savings account to receive your net pay. You may also have a designated amount deducted and deposited into a different account if you choose.

Incomplete Direct Deposit Authorizations or Authorizations without the required attachments cannot be processed. (Checking deposits require a voided check. Savings deposits require bank documents that identify routing and account numbers.)

Requests to cancel direct deposit participation will be processed as received and will take effect within two weeks.