

**FARMINGTON/MIDDLETON/SAU #61
AUTHORIZATION FOR PAYROLL ELECTRONIC DEPOSIT**

Employee Name: _____

Deposit Request (check one) Start Change Existing Stop all direct deposits

Select Employment District Farmington Middleton SAU #61

All account activations/change requests must include account information below for all elected accounts and include proper documentation from the financial institution. **Return this form and a VOID CHECK for each checking account or a savings deposit slip to the SAU#61 Payroll Office. A processing delay will occur for all incomplete account activations/changes and may result in a check issued instead.** Enrollment details on page 2 of this form.

First or Final Election (if direct deposit to one bank and one account, skip second and third elections below):

Name of Financial Institution: _____

Type of Account: Checking Savings ABA/Routing Number: _____

Distribution: Place ALL net pay in this account Account Number: _____
(select one) Deposit Specific Pct/Amt: \$ % **(Attach voided check or savings deposit slip)**

Second or Final Election :

Name of Financial Institution: _____

Type of Account: Checking Savings ABA/Routing Number: _____

Distribution: Place remaining BALANCE in account Account Number: _____
(select one) Deposit Specific Pct/Amt: \$ % **(Attach voided check or savings deposit slip)**

Final Election:

Name of Financial Institution: _____

Type of Account: Checking Savings ABA/Routing Number: _____

Distribution: Place remaining BALANCE in account Account Number: _____
(Attach voided check or savings deposit slip)

OPTIONAL: If you wish to receive electronic pay stubs and discontinue paper copies, you may elect this feature by providing a valid email address: *Type or print desired email address clearly:*

I authorize the District to automatically deposit my net payroll and any other related funds owed to me into my account at the Financial Institution(s) named above. I also authorize the District to make a correcting adjustment to my account for a previous incorrect deposit, provided that I have been notified of the reason for this adjustment.

I understand this authorization will override any previous authorization and will remain in effect until revoked by my written request or by written request of the District. I understand that I must immediately notify the Payroll Office before I close any/all account(s) listed above while this authorization is in effect. Any notification requires a reasonable time to act upon it. I have read and understand this form and agree to the terms as described.

Employee Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Pre-note date: _____
DD begin data: _____

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GENERAL INSTRUCTIONS FOR PAYROLL DIRECT DEPOSIT

If you choose to direct deposit, your **entire check must** be deposited electronically.

You may choose up to three (3) automatic deposits to the bank(s) of your choice.

You may choose up to three (3) different banks in which to deposit funds.

Documentation is required for each account listed for deposit. Acceptable forms of documentation:

- Checking accounts: voided or cancelled check
- Savings accounts: savings deposit slip with routing and your bank account number

Direct deposits become effective on the second payroll cycle after the data is entered. The first payroll is a pre-note test to ensure accuracy; for that payroll you will still be issued a paper check. Electronic deposit will be effective on the second pay date following entry of the information into payroll.

Once activated, funds are available on the beginning of the business day of your scheduled pay day.

Beginning in the Fall 2009, employees may optionally elect to receive payroll stubs by email instead of a paper notification. This can be any email account of your choosing. If electing email notification, you will not receive a paper notice.

Complete the authorization form to start, change or stop payroll direct deposit. Complete all fields clearly, preferably in blue or black ink. Incomplete forms will delay or prevent processing.

Type of Account: Choose Checking or Savings. If you are unsure, contact your financial institution for confirmation. Failure to indicate your correct account type may cause your deposit to fail.

ABA/Routing Number: The 9-digit number found on the bottom left of your check. For savings, money markets, or accounts without checks, contact your financial institution for the correct number.

Account Number: Your bank account number found on the bottom of your check, to the right of the routing number. Must be exact. Do not omit digits. Do not use number from your bank statement.

Distribution: For deposit to a single bank account, complete First or Final Election box and select "Place ALL net pay in this account". For deposit to multiple accounts, choose "Deposit specific amount" and then complete the next Election Box. On your final account, you must select "Place remaining balance in account."

If changing an existing election – list all financial institutions to which you are depositing, even if only one account is changing.

Return completed form and proof of accounts to Diane Funk at the SAU#61 Payroll Office, 356 Main Street, Farmington 03835. Please do not fax or submit via inter-office mail. For further inquiries, Diane Funk can be reached at (603) 755-2627 or email dfunk@sau61.org.