

**HAVERHILL PUBLIC SCHOOLS**  
**Request for Direct Deposit Change Form**

SAFE ~ SIMPLE ~ RELIABLE ~ CONVENIENT

**PLEASE PRINT**

Employee Name: \_\_\_\_\_

1. I authorize Haverhill Public Schools to automatically deposit funds owed to me and to make adjustment entries, if necessary, only under the conditions at the bottom of this form to the following account:

Primary Account:

Checking or  Savings account at: (Financial Institution) \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**A VOIDED CHECK or BANK LETTER verifying your NAME AS AN ACCOUNT HOLDER; ROUTING NUMBER and ACCOUNT NUMBER MUST be attached.**

2. I authorize Haverhill Public Schools to email my direct deposit pay stub to me.

Email Address: \_\_\_\_\_

**DIRECT DEPOSIT AUTHORIZATION AGREEMENT**

I authorize Haverhill Public Schools to automatically deposit any funds owed to me to my account at the Depository Financial (s) named above.

I understand that this agreement may be terminated by me or by the company at any time by written notification. Any such notification requires a reasonable time to act upon it.

I authorize the company to debit my account only for the purpose of correcting an erroneous credit previously deposited to my account provided that, prior to the debit, the company has notified me in writing of the reason for the debit.

I have read and understand both sides of this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit to the Payroll Department via interoffice mail or drop off at Central Office in City Hall Room 104. Emailed or scanned forms will not be accepted due to security reasons.**

## Haverhill Public Schools

### Instructions for Requesting Direct Deposit

- ❖ A voided check or a direct deposit form from your bank, verifying the account and routing numbers, **MUST** be attached to this form. Bank Statements are not an acceptable form of documentation verifying account information.
- ❖ If a voided check or bank letter is not provided with direct deposit authorization, direct deposit will not be set up and you will receive a live check.
- ❖ It may take 1 to 2 pay periods for the direct deposit to take effect.
- ❖ If at any time you wish to stop your direct deposit, you must notify the Payroll Department in writing no later than (7) seven days prior to the date of the next payroll. It may be a good idea to leave an account open that you were having a direct deposit sent to until the next payroll so that if the change does not make it to the payroll department in time you will still have an account that the direct deposit will be accepted into.
- ❖ If you wish to change your direct deposit to a different bank you must then complete a new application of direct deposit and submit it to the Payroll Department. You will receive a check until the direct deposit is accepted by the new bank (approx. 2 pay periods)
- ❖ Please return the completed form to the Payroll Department via US Mail, interoffice mail or drop off in person.
- ❖ If you have any questions, please email the Payroll Department at [payroll@haverhill-ps.org](mailto:payroll@haverhill-ps.org) or call 978-374-3400 and ask to speak with someone in the payroll department.