

DIGHTON -REHOBOTH REGIONAL SCHOOL DISTRICT

DIRECT DEPOSIT PAYROLL REQUEST FORM

**PLEASE NOTE: INITIAL REQUEST AND ANY CHANGE IN BANK, ACCOUNT NUMBER, OR SWITCH TO/ FROM CHECKING/SAVINGS WILL RESULT IN A PRE-NOTE TO THE BANK AND THE ISSUE OF AN ACTUAL CHECK. DO NOT DESTROY STUBS BEFORE ENSURING THAT YOUR DEPOSIT HAS BEEN CREDITED TO YOUR ACCOUNT.**

I authorize the Dighton-Rehoboth Regional School District Payroll Department to make direct deposit (s) as follows:

CHECK OPTION(S): ( ) CHECKING ACCOUNT Amount \_\_\_\_\_

Bank Name: \_\_\_\_\_

\*Routing Number: \_\_\_\_\_

\*Account Number: \_\_\_\_\_

( ) SAVINGS ACCOUNT Amount \_\_\_\_\_

Bank Name: \_\_\_\_\_

\*Routing Number: \_\_\_\_\_

\*Account Number: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

(PRINT)

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*NOTE: In all cases to avoid any delay in receiving your direct deposit, PLEASE VERIFY the ROUTING NUMBER (s) and the ACCOUNT NUMBER (s) with your bank.

For further information, please contact the Payroll Department.