

**Payroll Department
 Quincy Public Schools
 34 Coddington St, 1st floor
 Quincy, Ma 02169
 617-984-8789**

Direct Deposit Form

TO ENROLL IN THE DIRECT DEPOSIT PROGRAM - 2 TYPES:

1. DIRECT DEPOSIT DEDUCTION FOR NET PAY:

As a City of Quincy Employee, you are eligible to participate in the Payroll Direct Deposit Program. It comes at no cost to you and is a simple, convenient and worry-free way to do your personal banking. You can deposit your net pay to any bank/credit union of your choice. Please complete form below and attach a voided check or a letter from the bank/credit union stating your checking or savings account information.

2. DIRECT DEPOSIT DEDUCTION FOR A SPECIFIED AMOUNT:

In addition to depositing into your bank/credit union, we also provide the option to have an additional deduction taken from your paycheck. This allows you to put a specified amount into any bank/credit union account before your net pay is direct deposited to your bank/credit union account. If you wish to do this type of direct deposit also, please attach a voided check or a letter from the bank/credit union stating your checking or savings account information.

TO MAKE CHANGES OR TO TERMINATE YOUR EXISTING DIRECT DEPOSIT:

If you are making a change or termination to your existing direct deposit information, it is important that you submit this form as soon as possible. In an emergency, (ex: your bank account has been compromised) you can always call us to temporarily stop the direct deposit feature until you can set up another direct deposit with us.

Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Adding a NET PAY Direct Deposit | <input type="checkbox"/> Adding a SPECIFIED AMOUNT FOR \$ _____ |
| <input type="checkbox"/> Change my NET PAY Direct Deposit | <input type="checkbox"/> Change my SPECIFIED AMOUNT TO \$ _____ |
| <input type="checkbox"/> Terminate my NET PAY Direct Deposit | <input type="checkbox"/> Terminate my SPECIFIED AMOUNT |

NAME: _____ LAST 4 DIGITS of SS#: _____

SCHOOL/LOCATION: _____ PHONE #: _____

BANK NAME: _____ CHECKING (attach voided check or letter)
 SAVINGS (attach bank letter with info)

BANK ROUTING #: _____ ACCOUNT #: _____

SIGNATURE: _____ DATE: _____

Choose format of Direct Deposit: ESS only EMAIL only PAPER only

Return to Payroll Dept. If any questions, call 617-984-8776. (Processing of this form takes up to 20 days.)

****PLEASE PRINT CLEARLY****