

Cambridge Public Schools
Direct Deposit Request Form

CHECK ONE

- Initiate Direct Deposit
- Change of Account/Bank Number
- Cancel Direct Deposit

Name: _____

Employee ID: _____

(7 Digit Number found on Paystub)

PayGroup: _____

(3 Digit Alpha found on Paystub)

CHECK ONE

- For Deposit to Checking Account**

Please attach a Voided Check from the Account where the funds will be deposited or a Direct Deposit request form from your Bank with Routing/Transit and Account Numbers.

- For Deposit to Savings Account**

Please attach a Micr Encoded Savings Deposit Slip containing both Routing/Transit and Account Numbers or a Direct Deposit request form from your Bank with Routing/Transit and Account Numbers.

Employee Signature: _____

- Only funds deposited into a Citizens Account will be guaranteed available on payday.
- There may be a one business day delay for funds deposited to other Banking Institutions.
- Direct Deposit takes at least 3 weeks to complete.
- You will receive a paycheck until your Direct Deposit takes effect.
- Direct Deposit needs to be terminated through the Payroll Office in writing.
- Requests will not be processed without the proper documentation.

