

CAMBRIDGE PUBLIC SCHOOLS DIRECT DEPOSIT REQUEST FORM

(Direct Deposit not available to employees working under Service Agreements)

Check One:

- Initiate Direct Deposit (**please note that paychecks can only be deposited into one bank account**)
- Change of Account/Bank Number
- Cancel Direct Deposit

Name: _____

Employee ID: _____ *(completed by Payroll)*

Pay Group: _____ *(completed by Payroll)*

For Deposit to Checking Account

Please attach a Voided Check from the Account where the funds will be deposited.

For Deposit to Savings Account

Please attach a Micr-Encoded Savings Deposit Slip containing both Routing/Transit and Account Numbers

Employee Signature: _____

- Only funds deposited into a Citizens Bank 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 three (3) weeks to complete.
- You will receive a paycheck at your school or department 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.

**Please Affix a Voided Check or
Micr-Encoded Savings Deposit Slip here.**