



TOWN OF NEW FAIRFIELD &
NEW FAIRFIELD BOARD OF EDUCATION

3 Brush Hill Road
New Fairfield, CT 06812-2665
(203)312-5652 FAX (203)312-5659

DIRECT DEPOSIT REQUEST

The Town of New Fairfield is pleased to provide direct deposit of your payroll check into the bank(s) of your choice. This service is available for any bank that will accept an electronic transfer from Union Savings Bank. You may choose up to three (3) institutions or accounts for deposit allowing you to split your check between savings, checking, etc. You can also make a partial deposit receiving a balance by check.

If you are interested in direct deposit please do the following:

- Call your bank and see if they will accept an electronic transfer from Union Savings Bank.
- Ask them for their **ABA routing number** and write it on the form below.
- Fill out the form below, sign, date and return it to the Finance Office along with a voided or cancelled check (NOT a deposit slip), Attention Payroll Department.

Once Direct Deposit is set up any changes to your deposit must be made in writing and received by the Finance Office the Friday before payroll. Changes will take one or two pay periods depending on the change made.

You must provide an email address below as we no longer print paper vouchers.

REQUEST FOR DIRECT DEPOSIT OF PAYROLL CHECKS

Account #1

NAME _____

BANK NAME _____

BANK ADDRESS _____

ABA ROUTING NUMBER _____

ACCOUNT NUMBER _____ Checking Savings

AMOUNT OF DEPOSIT _____

(indicate dollar amount or entire check)

Account #2

NAME _____

BANK NAME _____

BANK ADDRESS _____

ABA ROUTING NUMBER _____

ACCOUNT NUMBER _____ Checking Savings

AMOUNT OF DEPOSIT _____

(indicate dollar amount or entire check)

*****Email Address where you want your voucher sent:** _____

Authorization of Direct Deposit: Please deposit my payroll checks into the bank accounts listed above. I have provided the correct bank and account numbers.

Signed: _____

Date: _____