



# SAVE TIME WITH DIRECT DEPOSIT!

## It's safe, simple and it saves time.

Here are just a few ways Direct Deposit can benefit you:

- No waiting in line at the bank to deposit your paycheck!
- No paper checks that might get lost or damaged!
- No delay in receiving your funds! On vacation? Away from work? Direct Deposits offer immediate access.
- Deposit your check in up to 3 different accounts or banks which can help boost your savings.
- Some banks offer better rates with direct deposit.

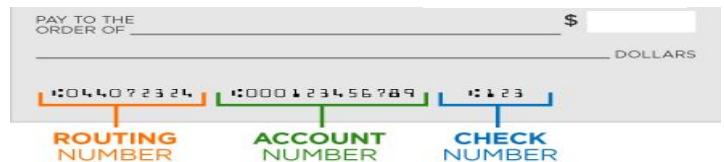
**For Questions please contact**

**School Employees – [tjmiles@cityofportsmouth.com](mailto:tjmiles@cityofportsmouth.com)**

**City Employees – [jmnadeau@cityofportsmouth.com](mailto:jmnadeau@cityofportsmouth.com)**



**FILL OUT THIS SECTION  
BELOW AND SEND IT BACK TO  
PAYROLL.**



NOTE: It may take up to 2 pay periods before the Direct Deposit becomes active.

### City of Portsmouth

#### Payroll Direct Deposit Authorization Form

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

Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

Checking Account \_\_\_\_\_ Savings Account \_\_\_\_\_

Deposit Total Check \_\_\_\_\_ Deposit \$ \_\_\_\_\_ per pay period

Signature: \_\_\_\_\_ Date: \_\_\_\_\_