



# 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.

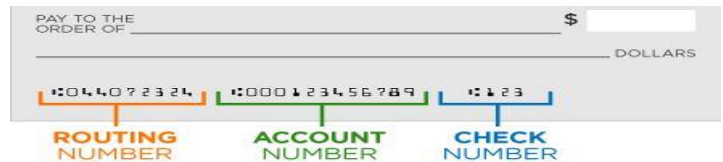


**For Questions please contact**

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

**City Employees – [jmwentworth@cityofportsmouth.com](mailto:jmwentworth@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.  
Direct Deposit Vouchers will be emailed to you directly,  
either a work or personal email MUST BE written below.**

## **City of Portsmouth --- Payroll Direct Deposit Authorization Form**

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

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

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

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

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

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

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