



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.

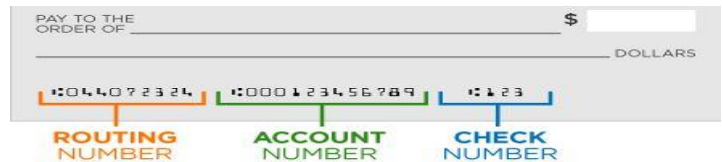


For Questions please contact

School Employees – dmcarpenter@cityofportsmouth.com

City Employees – tjmiles@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: _____