

Chesapeake Public Schools
UNDERSTANDING DIRECT DEPOSIT

- * You must provide accurate and legible bank information; any inaccuracies may result in a failed direct deposit and a delay in your pay. To ensure that your pay is deposited on time, have your bank verify the routing and account numbers.
- * If direct deposit is to a checking account, a deposit slip cannot be substituted for a voided check because deposit slips may not have all the bank routing information needed for direct deposit.
- * If you decide to use an account such as a money market account from a brokerage or mutual fund company, you should contact the company and request their bank/transit/ABA routing number and your individual account number.
- * You may receive checks for one or two pay periods after submitting this form. You should not, however, receive checks for more than two pay periods.
- * Your pay advice or pay stub portion of your check provides detailed information about your pay, deductions, leave balances and direct deposits.
- * Your net pay will be deposited on payday. Your net pay may vary from one pay period to the next depending on changes in your pay, deductions, tax rates, hours worked, etc.
- * You should check with your bank each pay period to ensure that the direct deposit was made prior to making financial transactions that are dependent on those funds.
- * If you wish to change banks or bank accounts, change deposit amounts, or stop a direct deposit, you must submit a new direct deposit authorization form 30 days prior to when the changes will be effective.
- * It is recommended that you verify your direct deposit information if you change your employment status as your direct deposit information may be invalid (for example, medical leave, leave of absence, etc.).
- * If you have questions about how to complete the form or about the direct deposit program, please contact the Payroll Department at (757) 547-0465.
- * Return form by pony or by U.S. Mail to:
 - Chesapeake Public Schools
 - Payroll Department
 - P.O. Box 16496
 - Chesapeake, VA 23328