

MANCHESTER PUBLIC SCHOOLS

DIRECT DEPOSIT AUTHORIZATION INSTRUCTIONS

- MBOE allows up to two (2) Direct Deposit (DD) transactions. One **must** be the **net amount** of your pay and the other may be a specified amount to another institution.
- DD is **mandatory** for Teachers and Administrators.
- The DD enrollment process involves an initial pre-notification transmission of the bank routing and account numbers without the funds. Therefore, it will take 2 pay cycles for your DD to take effect. DD Authorization Forms must be received in Payroll ten (10) days prior to any pay date for processing.
- Any changes involving bank routing or bank account numbers will be treated as a cancellation and new enrollment. Due to the pre-note process, you will receive one actual paycheck before the new direct deposit takes effect.
- Changes to DD specified amounts will be made according to the 10 day processing schedule. No pre-notification will be necessary.
- To avoid delay of your direct deposit request, please complete the authorization form entirely and attach all required documents. Any requests received incomplete or without a NET deposit, will be returned.

Questions? Please contact:

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OR

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