



Direct Deposit Form Instructions:

Where is the form?

We can only accept the State-issued form. We will not be able to update your direct deposit if it is not on this specific form. We do not accept bank or credit union deposit forms.

The form is located on the District’s employee website:

<http://www.colonialschooldistrict.org/employees/>

If needed, scroll until you get to the “I need to...” section:

You will click on the “Update my direct deposit” link. This will bring up the form to be completed. Once completed, you will need to send the form to the payroll mailbox at payroll@colonial.k12.de.us .

**** Please note:** If you change your Balance Account, your first check will be a live check mailed to your home address of file. You can verify your address on file or update your address if needed in ePay.

**** Your direct deposit will be updated based on the form submitted. Be sure to include ALL accounts you want. If an account is not listed, it will be deleted from the system and the deposit will stop.**

Below is a breakdown of how to complete each section:

The top of the form is for your name, empl ID, and date:

PHRST DIRECT DEPOSIT AUTHORIZATION FORM		
This form is to be completed and submitted by the employee ONLY. Please return directly to your Human Resource or Payroll Department.		Date:
Employee Name:	Empl ID:	Work Phone:
<p><u>Direct Deposit Instructions:</u> If only one banking instruction is set up, Section A designates the account to receive the balance of net pay. If there are multiple banking instructions in Section B, then Section A designates the account to receive any balance funds left over after all other direct deposit instructions are processed. The priority number of 999 is established for the account in Section A. For multiple accounts, all accounts with the exception of the last account (Section A) shall be processed as Flat Amount and shall be designated by Priority beginning with 100, 200, etc. in Section B.</p>		

Section A is for your Balance Account. This is the main account. This is where you would put your account information if you only have one account, or the account information to receive the remaining balance after the amounts from Section B have been deposited.

Section A: Balance Account: The following account is either the only account to be used for Direct Deposit or the account which is to receive the net amount remaining after all other deposits have been made as indicated in Section B , the list of Additional Accounts.					
999	Balance				<input type="checkbox"/> <input type="checkbox"/>
Priority	Amount	Transit #	Account #	Checking	Savings
Bank Name: _____					
Bank Address: _____					

Section B is for additional accounts that will have a “flat” amount. This is where you designate a specific dollar amount for each deposit. If you only have one account, you do not need to fill this out.

Section B: Additional Accounts For Multiple Direct Deposits					
				<input type="checkbox"/>	<input type="checkbox"/>
Priority	Flat Amount	Transit #	Account #	Checking	Savings
Bank Name: _____					
Bank Address: _____					
				<input type="checkbox"/>	<input type="checkbox"/>
Priority	Flat Amount	Transit #	Account #	Checking	Savings
Bank Name: _____					
Bank Address: _____					

The last section is for your signature. All forms require signature and date in order to be processed. **Please note that you are responsible for ensuring the account and routing numbers are correct.**

<p>I hereby authorize the State of Delaware to deposit my net pay to the financial institution(s) listed above. I understand my net pay will be deposited to my designated account(s) so the funds are available to me on the day of pay. In the event funds to which I am not entitled are deposited to my account(s), I hereby authorize the State of Delaware to direct the bank to return said funds.</p> <p>Direct Deposit of my net pay will remain in effect until my employment with the State of Delaware is terminated. The State may terminate this service at any time. These Direct Deposit instructions replace any previously dated instructions.</p>	
Employee Signature: _____	Date: _____
<p>YOU ARE RESPONSIBLE for ensuring the routing and account numbers on this form are correct.</p> <p>Please contact your bank to confirm routing/account numbers if you are unsure.</p> <p>INCORRECT OR ILLEGIBLE ROUTING AND/OR ACCOUNT NUMBERS WILL RESULT IN YOUR PAY BEING DELAYED.</p>	

Once the form has been completed, please send to the payroll mailbox: payroll@colonial.k12.de.us

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**** Your direct deposit will be updated based on the form submitted. Be sure to include ALL accounts you want. If an account is not listed, it will be deleted from the system and the deposit will stop.**