

DIRECT DEPOSIT AUTHORIZATION AND INPUT FORM

CO-1040 REV. 06/08

STATE OF CONNECTICUT
OFFICE OF THE COMPTROLLER
PAYROLL SERVICES DIVISION
55 ELM STREET
HARTFORD, CONNECTICUT 06106

Please attach a voided check or a letter from the bank verifying the ROUTING and ACCOUNT number in order to process.

INSTRUCTIONS: Please read carefully prior to completing this application. For processing State Employee Net Pay associated with State Employment..

SECTION I

EMPLOYEE INFORMATION

DEPT ID EMPLOYEE NUMBER EMPLOYEE NAME

TYPE OF ACTION

TYPE OF ACTION: New, Change, Delete Account #, Other, Add Additional Account

ACCOUNT # 1

SECTION II

This section must be completed for first time Direct Deposit enrollees or if an employee is changing or deleting a prior account.

DIRECT DEPOSIT ACCOUNT INFORMATION

FINANCIAL INSTITUTION NAME

ACCOUNT NUMBER

ACCOUNT NUMBER

ROUTING TRANSIT NUMBER

ACCT TYPE

ROUTING TRANSIT NUMBER ACCT TYPE

PLEASE NOTE:

Please see section III for Additional Account Requirements

C = Checking
S = Savings

COMPLETE THIS SECTION TO ADD AN ADDITIONAL ACCOUNT ONLY

ACCOUNT # 2

(Additional Account)

SECTION III

Additional Account Requirements:

Employee must have one existing account that has successfully completed the pre-note process in order to add an additional account.

DIRECT DEPOSIT ACCOUNT INFORMATION

FINANCIAL INSTITUTION NAME

ACCOUNT NUMBER

ACCOUNT NUMBER

ROUTING TRANSIT NUMBER

ACCT TYPE

ROUTING TRANSIT NUMBER ACCT TYPE

C = Checking
S = Savings

Flat Amount Option for Account # 2 \$

Percentage Split Option for Account #1 and Account #2

% Percentage of Net Pay to be deposited into Account #1

% Percentage of Net Pay to be deposited into Account # 2

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY

I HEREBY AUTHORIZE THE STATE OF CONNECTICUT ("STATE") TO ELECTRONICALLY DEPOSIT MY NET SALARY TO THE BANK ACCOUNT(S) NAMED ABOVE.

I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE AGREEMENT.

SIGNATURE

DATE



Western Connecticut State University Direct Deposit Information

Enrollment:

If you would like to enroll in Direct Deposit, you must complete the Direct Deposit Authorization and Input Form and forward it to the Human Resources Department. Click the following link to access the Direct Deposit form: [Direct Deposit Form](#)

- Direct Deposit generally starts within three (3) to four (4) weeks of submitting the form.
- Prior to direct deposit starting employees may see **one penny** deposited into their account. This is done to ensure the account is set up correctly. When the one penny is deposited, the employee will still receive a physical paycheck and then direct deposit will begin with the next paycheck.
- Additional Account #2: Employees can establish a second direct deposit account within their original bank or between two different banks. However; before a second account can be established employees must first establish a Primary Account (Account #1.)
- If you change your bank or your account number, you must notify the Human Resources Department immediately. It is recommended that employees keep their original account open until the current payroll in process has been deposited into their new account.

Information about receiving your paycheck prior to your direct deposit starting:

Paychecks & Direct Deposit Pay Advice Slip:

- All checks will be mailed to your home address listed in CORE-CT until Direct Deposit is set up and completed.
- Once direct deposit starts, employees may view their direct deposit advice slip online via Core-CT website: [https://www.core-ct.state.ct.us/View Paycheck Information](https://www.core-ct.state.ct.us/View-Paycheck-Information)