



PAYCHECK DIRECT DEPOSIT APPLICATION

To set up a direct deposit you must:

- Have the account currently set up
- Verify transit (routing number) and account number
- Provide a bank letter or voided check
- Sign and date this form and return it to HR/Payroll

Please Note:

If all requested information is not provided, this application will be returned to you without action. The first deposit will be a pre-note (test). You will have to cash your first check only.

This form can be used to add, change or cancel a direct deposit. Upon receipt, your request will be expedited at the earliest opportunity. Please advise your bank(s) that our employer will be direct depositing into your account(s).

Employee Name _____ (First, MI, Last) SS # _____

New Account Change Amount Cancel Account
Bank Name _____ Routing Number _____

Account Number	Savings or Checking	\$\$ Amount or Net pay

New Account Change Amount Cancel Account
Bank Name _____ Routing Number _____

Account Number	Savings or Checking	\$\$ Amount or Net pay

New Account Change Amount Cancel Account
Bank Name _____ Routing Number _____

Account Number	Savings or Checking	\$\$ Amount or Net pay

- Note: 1. Please attach confirmation of account info for every account listed with either a bank letter or a voided check.
 2. Make note of amount/net pay or check or savings
 3. You must fill in this form for adding canceling or changing an amount. If canceling an account please give enough warning prior to payday.

I hereby authorize Cayuga Onondaga BOCES to automatically direct deposit my net pay as indicated above. I have requested the direct deposit of all (100%) or a portion of my paycheck into the following accounts (up to 3 institutions). I have indicated the percentage or actual dollar amount of my net pay to be deposited into each account. The authorization will remain in effect until the Cayuga Onondaga BOCES has received written notification from me of its termination. If funds to which I am not entitled are deposited into my account, I authorize Cayuga Onondaga BOCES to direct the bank to return said funds. If I change my account or wish to change the allocation of my funds, I will complete a new Payroll Direct Deposit Authorization Form and include any new paperwork associated with that account.

Signature

Date _____