

WARWICK VALLEY CENTRAL SCHOOL DISTRICT

DIRECT DEPOSIT OF PAYCHECK AUTHORIZATION & CANCELLATION

To sign up for direct deposit of your paychecks, please provide the Business Office with **a VOIDED or CANCELLED CHECK or a DIRECT DEPOSIT SET-UP FORM FROM YOUR BANK** and the following information: (Complete the following for authorization or cancellation)

1. Name _____ Soc Sec No.(last 4 digits) _____
(Please Print)
2. Bank Name and Address _____

3. Bank ABA Number (To be supplied to you by your Bank) _____
4. Bank Account Number _____
5. Checking _____ or Saving _____
6. E-mail address: _____

Your first direct deposit will take place immediately upon receipt of this form in the payroll office. On payday, you will receive a “pay check” showing your payroll calculations, deductions and withholdings. However, the net pay amount on the check will be zero because your net pay will be in the above account when your bank opens on the established pay dates. You may also direct deposit into multiple accounts, if desired. If you have any questions, please contact the payroll department at 987-3000 ext. 10537 or 10535.

AUTHORIZATION: Date: ____ / ____ / ____ I, _____
(Signature)

authorize my employer, the Warwick Valley CSD, to deposit my net pay automatically into the bank account specified above, on each payday by initiating a credit entry into my aforesaid account electronically or by any other commercially accepted method. I also authorize my employer to reverse any such entries that have been credited to my account for which I am not entitled. This authorization will remain in effect until I request a change in writing, allowing both my employer and the bank institution enough time to act on such request.

CANCELLATION: Date: ____ / ____ / ____ I, _____
(Signature)

request the cancellation of the direct deposit of my paycheck into the bank account specified above. I understand that it will take place immediately upon receipt in the payroll office.