

Cuba-Rushford Central School

Payroll Direct Deposit Request

Direct deposit provides you with automatic deposit of your net pay on payday. You will, however, still received a deposit notice showing your gross pay, itemized deductions, and net pay deposited. This direct payroll deposit plan is on a voluntary basis, however, we encourage all employees to participate. If you choose not to participate and we mail your check, we cannot guarantee that you will receive your paycheck in a timely manner.

It is your responsibility to provide the Payroll Office with your account number and your desire to have your net pay deposited directly into your account. Please verify your routing number and account number with your bank before submitting this form to us. As a general rule, we have the ability to deposit your funds with any financial institution that has electronic transfer capabilities.

After receipt of the completed authorization for direct deposit (below), your pay will be deposited into your account. This authorization needs to be completed to begin direct deposit or to make any changes to direct deposit or to make any changes to direct deposit. **Please be advised for new direct deposit requests, the first check issued after we receive the authorization form will be a regular payroll check that you must cash on your own. The next paycheck, will be directly deposited into your account(s).** If you have any questions, please contact the Payroll Office.

Authorization for Direct Deposit

Employee's Name \_\_\_\_\_

Address \_\_\_\_\_

Name of Bank/Credit Union \_\_\_\_\_

Direct Deposit Transaction

N = New Account    A = Add Account    I = Inactivate Account    C — Change Account

Transaction N/A/I/C	Bank Account #	Circle Type	Amount to Deposit
		Checking or Savings	
		Checking or Savings	
		Checking or Savings	

\*Net = Entire Net Amount\*

A VOIDED CHECK MUST BE ATTACHED TO THIS FORM

I hereby authorize Cuba-Rushford Central School to initiate credit entries to and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account. The authority is to remain in full force and effect until Cuba-Rushford Central School has received written notification from me of its termination in such time and in such manner as to afford Cuba-Rushford Central School and my bank or credit union a reasonable opportunity to act on it.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Return Completed Form with Voided Check to:  
Payroll Office, Cuba-Rushford Central School, 15 Elm St. Cuba NY 14727