

North Colonie Central School District - Direct Deposit Authorization Form

Account Information

Establish New Account as of _____ Change Amount or Account as of _____ Delete Account as of _____
(date) (date) (date)

Name of Financial Institution: _____

Routing Number _____ Checking Amount: _____

Account Number _____ Savings Percentage: _____

Establish New Account as of _____ Change Amount or Account as of _____ Delete Account as of _____
(date) (date) (date)

Name of Financial Institution: _____

Routing Number _____ Checking Amount: _____

Account Number _____ Savings Percentage: _____

Establish New Account as of _____ Change Amount or Account as of _____ Delete Account as of _____
(date) (date) (date)

Name of Financial Institution: _____

Routing Number _____ Checking Amount: _____

Account Number _____ Savings Percentage: _____

Authorization Agreement

I hereby authorize North Colonie Central School District (NCCSD) to initiate automatic deposits into my account(s) at the financial institution(s) named below. I also authorize NCCSD to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold NCCSD responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution(s) or due to an error on the part of my financial institution(s) in depositing funds to my account.

This agreement will remain in effect until NCCSD receives written notice of cancellation from me or my financial institution(s), or until I submit a new direct deposit form to the Human Resources and Payroll Department.

Signature

Employee Name (print) _____ Bldg. _____ Social Security Number _____

Employee Signature _____ Date _____

Please attach a voided check or bank specification sheet for each account.

Complete Reverse side. Return this form to Human Resources.

Direct Deposit Stub Election Form

You may receive your check stub electronically by email the day before the pay date. Please indicate if you wish to receive your check stub by email, or if you prefer a printed copy, by checking one of the boxes below. If you are issued a North Colonie email account, your direct deposit stub will be sent electronically to that account, unless you provide an alternate email address in the space provided below.

- I would like to receive my direct deposit stub electronically at my North Colonie email address.

- I would like to receive my direct deposit stub electronically at the email address listed below.

(Email address – please print legibly)

- I opt out of receiving my direct deposit stub electronically. I would prefer to receive a printed pay stub.

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- DECLINATION:** I do not want to sign up for direct deposit.

Printed Name

Signature

Date