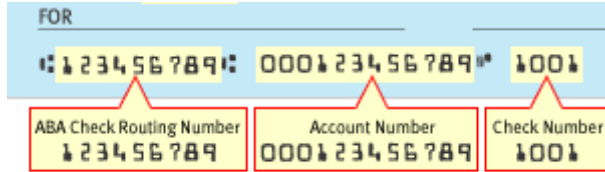# Onteora Central School District
Employee Direct Deposit Enrollment Form

To enroll in full service direct deposit, simply fill out this form and return it to Gail Hommel in the Payroll Office. Attach a voided check for each checking account-**not a deposit slip.** If depositing to a savings account, ask your bank to give you the routing/transit number for your account. It isn't always the same as the number on a savings deposit slip. This will help ensure that you are paid correctly.

Below is a sample check MICR line, detailing where the information necessary to complete this form can be found.

Important! Please read and sign before completing and submitting.

I hereby authorize the Onteora Central School District to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions indicated on this form. I authorize the bank to accept and to credit any credit entries indicated by Onteora Central School District to my accounts. In the event that Onteora deposits funds erroneously into my account, I authorize Onteora to debit my account for any amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Onteora and the bank have received written notice from me of its termination in such time and in such manner as to afford both reasonable opportunities to act on it.

Employee Name:_____ Social Security #_____

Employee Signature:_____ Date_____

Account Information

The last item must be for the remaining amount owed to you. Make sure to indicate what kind of account, along with amount to be deposited if less than your total net paycheck.

1. Bank Name:_____

   Routing #:_____ Account Number:_____

   ☐ Checking ☐ Savings ☐ Other I wish to deposit $_____.__ or %____.__ or ☐ Entire Net Check

2. Bank Name:_____

   Routing #:_____ Account Number:_____

   ☐ Checking ☐ Savings ☐ Other I wish to deposit $_____.__ or %____.__ or ☐ Remainder

3. Bank Name:_____

   Routing #:_____ Account Number:_____

   ☐ Checking ☐ Savings ☐ Other I wish to deposit $_____.__ or %____.__ or ☐ Remainder

4. Bank Name:_____

   Routing #:_____ Account Number:_____

   ☐ Checking ☐ Savings ☐ Other I wish to deposit $_____.__ or %____.__ or ☐ Remainder