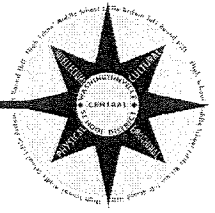


WASHINGTONVILLE CENTRAL SCHOOL DISTRICT



To All Faculty and Staff,

Due to the upgrade to the district financial software we have the capability of electronically sending your paystub. As of July 1, 2016 **all** direct deposit paystubs will be sent electronically. It can be sent to a work email or home email, but it can only send it to one. Please fill out the bottom portion and return to Michele Santillo in administration.

Last year we rolled this out as a trial and it has been very successful! If you have not already taken advantage of this feature and would like to, please contact Michele Santillo for a form at ext. 27051.

****If you are an employee of the district your stub will be sent to your work email. If you do not have a work email please provide an alternate.**

Thank You,

Lorine Van Put Lamerand

Assistant Superintendent for Business

PLEASE PRINT!

Name: _____

Email: _____

Fax: 845-497-4030

Email: msantillo@ws.k12.ny.us