

Watertown City School District

INFORMATION SHEET CONCERNING DIRECT DEPOSIT

For Those Employees Who Elect To Direct Deposit:

1. The Federal Credit Union will be continued as a “deduction.” (Employees can have a direct deposit and also continue their deduction to the credit union).
2. The District will establish a direct deposit of an employee’s net payroll check.
3. Employees who select direct deposit may deposit their net paycheck in only **one** account- **checking or savings.**
5. Employees who elect direct deposit must have their **net paycheck deposited.**
6. It is the individual employee’s responsibility to go to the depository of their choice to sign up for direct deposit and to verify their account number before giving the school district the completed “Direct Deposit Election Form.”
7. Employees participating in direct deposit will not receive an actual paycheck. They will receive a Notice of Direct Deposit listing all information that would appear on a payroll check.
8. The funds that are direct deposit will be available to the employee at their depository or by the ATM on the pay date.

WATERTOWN CITY SCHOOL DISTRICT
PO BOX 586
WATERTOWN, NEW YORK 13601

DIRECT DEPOSIT ELECTION FORM

Employees are to go to one depository of their choice to sign up for direct deposit.
Individual employees must verify their account number and have a bank official initial the verification on the appropriate line below.

Bank Name: _____

Routing Number _____ Telephone Number of Bank _____

Checking Account #: _____
(Verified by your Bank) (Bank verification/initials)

OR

Savings Account # _____
(Verified by your Bank) (Bank verification/initials)

I hereby authorize the Watertown City School District to initiate direct deposit payroll credit entries through the Automated Clearing House to one of the depositories indicated below. Furthermore, in the event that a credit entry is made to my account in error, I authorize the Watertown City School District to make a correcting entry.

I understand that my pay will not be direct deposited until a test (“prenote”) has been done on my account to verify the accuracy of the information provided.

Name (Please Print)

Social Security Number

Signature

Date

DIRECT DEPOSITS MAY COMMENCE, OR CHANGES CAN BE MADE AT ANY TIME THROUGHOUT THE YEAR.