

Watertown City School District

INFORMATION CONCERNING DIRECT DEPOSIT

For those employees who elect to utilize direct deposit:

1. The District will establish a direct deposit of an employee's **net payroll check**.
2. Employees who select direct deposit may deposit their **net paycheck** in only **one account**; either **checking or savings**.
3. It is the individual employee's responsibility to go to their bank to verify their account & routing number before giving the school district the completed Direct Deposit Election Form. You may also provide the district with a voided check or a screenshot from your bank's app.
4. Employees participating in direct deposit will not receive an actual paycheck (except for the first time after signing up for direct deposit. The **FIRST** paycheck you are expecting will be a **LIVE/REAL** check. We send a \$0 pre-note to your bank to test the numbers.). They will then receive a Notice of Direct Deposit listing all information that would appear on a payroll check.
5. The funds that are directly deposited will be available to the employee at their bank **on** the pay date.
6. Permanent employees will have their check sent to their home school and substitute's payroll checks/Notice of Direct Deposit will be mailed to their house.

WATERTOWN CITY SCHOOL DISTRICT

PO Box 586

Watertown, NY 13601

DIRECT DEPOSIT ELECTION FORM

Employees are to go to the bank of their choice to verify their account and routing numbers and have a bank official initial the verification on the appropriate line below. In the event that your bank is not local, you may opt to provide the district with a voided check or attach a screenshot from your bank app.

Bank Name: _____

Bank Telephone Number: _____

Routing Number _____

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 the bank account indicated above. 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 (pre-note) has been done on my account to verify the accuracy of the information provided.

Name (Please Print)

Social Security Number

Signature

Date

- Please check this box if you would like your Notice of Direct Deposit (check stub) emailed to your WCSD email address instead of receiving a hard copy (this is not available to substitutes).