

RED HOOK CENTRAL SCHOOL
BUSINESS OFFICE
9 Mill Road
Red Hook, NY 12571

To: All Staff
From : Chrys Zittel
Subject: Direct Deposit

To initiate direct deposit to your bank, you must provide the information requested below and return it to the Business Office.

Please be advised of the following regarding direct deposit.

1. You will still receive a check and a check stub each pay period. The check will be marked "VOID". The check stub will indicate the dollar amount of your direct deposit.
2. The total net amount of your paycheck must be deposited to ONLY ONE account.

Please call Chrys Zittel in the Business Office if you have any questions ext. 53050.

I elect to have Red Hook Central School electronically deposit my paycheck each pay period.

Name _____

Signature _____

Date _____

The name and phone number of the Bank I wish to deposit to are:

_____ Phone # () _____

My Bank account Number is _____

The ABA number of the bank indicated above is _____

The account is for (circle one) Savings Checking