

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL

New Enrollment

Change in Enrollment

I hereby authorize Oriskany Central School District to deposit my net pay directly into my:
Indicate type of account (select one) checking savings

AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR

By signing this form, the employee and each joint tenant, if any, each consent to allow Oriskany Central School District, through the financial institution, to debit the account, upon notice to the account owners, in order to recover any salary to which the employee was not entitled which was deposited to the account in error. This means of recovery shall not prevent Oriskany Central School District from utilizing any other lawful means to retrieve salary payments to which the employee is not entitled. This authorization is to remain in full force and effective until Oriskany Central School District has received written notification from the employee of its termination in such time and manner as to afford Oriskany Central School District and Bank a reasonable opportunity to act on it.

To ensure that my account is properly credited, I have attached a voided check from the checking account or a deposit slip from the savings account where my net pay will be deposited, and completed the form below.

I agree that this authorization will remain in effect until I provide written notification to my employer terminating this service.

Signature

Signature of Joint Tenant (if any)

Date

Date

ELECTRONIC TRANSFER OF FUNDS FOR DIRECT DEPOSIT OF PAYROLL

Name on your Account

Employee Social Security Number

Name of Bank

Bank Address

Routing Number

Account Number

An example is provided below to help you fill out your routing number and account number.

How to read the routing and account numbers from your check.

Your Routing Number falls between the ': and ': markings on the bottom of your check.

Your complete Account Number falls between the second ': and ": markings.

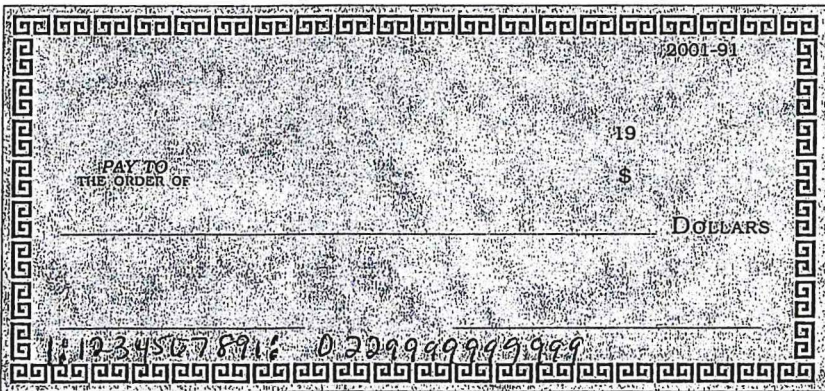
The Routing Number and Account Number on the authorization form would be completed for the sample check as follows:

Routing Number
123456789

Account Number
022999999999

Hyphens should be entered, but spaces should not be included.

*EMPLOYEES MUST NOTIFY THE PAYROLL DEPARTMENT IF THEY CHANGE BANKS.



An employee may have a partial check direct deposited to one bank and the remaining net check to another bank.

Identifying your number can be difficult. Therefore, please attach a voided or canceled check in the space provided below, so we can verify this information.

Please place a voided check or savings deposit slip here.