

**TO: STAFF AND PERSONNEL  
CHEEKTOWAGA-SLOAN UNION FREE SCHOOL DISTRICT**

**FROM:** District Office

**RE: DIRECT DEPOSIT INVITATION/REMINDER**

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We are pleased to invite all employees of the Cheektowaga-Sloan Union Free School District to enroll and receive your payroll check(s) via direct deposit. Being able to access your pay quicker and having your pay deposited into the bank account(s) of your choice - without having to make a trip to the bank –are the prominent advantages and conveniences you will experience when you enroll and receive your pay via direct deposit. Enrolling for direct deposit also allows our District Office to streamline the payroll process.

In order to participate and receive your pay via direct deposit, please:

- Complete *Direct Deposit Authorization* form, in its entirety, and return it to the District Office;
- Provide a VOIDED Check or a Deposit Slip for the account(s) to which you would like your pay deposited.

Once we receive said documents in the District Office, it will be necessary for our Payroll Department to:

- Verify your financial institution's status and ability to receive electronic payroll transmissions;
- Verify your bank account information with your financial institution;
- Once verified, in the next scheduled payroll run, a test file will be transmitted to your financial institution to ensure that the direct deposit feature has been established and operates efficiently and without issue;
- Should we encounter difficulties in the transmission of the test file, we will contact you directly to resolve any problem or issue;
- Once we receive confirmation from your financial institution that the test file was received and posted to your account(s) properly, your following pay check will be processed via direct deposit.

Please be advised that the direct deposit instructions you provide will remain active until you notify the District Office, in writing, to discontinue or change your service. Also, should any of your banking information change [i.e., the name of the financial institution; the financial institution's routing number; your account number; the name on your account; etc.], please be sure to timely notify the District Office relative to said change(s).

If you have any questions or would like to learn more, please contact the District Office today: Megan Makowski can be reached at (716) 891-6403; and Carrie Horan can be reached at (716) 891-6440. Thank you!



## **Direct Deposit Agreement Form**

### Authorization Agreement

I hereby authorize CHEEKTOWAGA-SLOAN UNION FREE SCHOOL DISTRICT to initiate automatic deposits to my account at the financial institution named below.

Further, I agree not to hold CHEEKTOWAGA-SLOAN UNION FREE SCHOOL DISTRICT responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until CHEEKTOWAGA-SLOAN UNION FREE SCHOOL DISTRICT receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

### Account Information

Name of Financial Institution: \_\_\_\_\_

Routing Number (ABA): \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Savings

### Signature

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a voided check or deposit slip and return this form to the Payroll Department.**