

ELMSFORD UNION FREE SCHOOL DISTRICT
98 SOUTH GOODWIN AVENUE
ELMSFORD, NEW YORK 10523

Direct Deposit of Payroll

This question and answer guide has been prepared to acquaint you with our new Direct Deposit of Payroll service. Direct Deposit of Payroll is a fast, safe, convenient and a cost-free way to have your pay automatically deposited into your account on payday.

We are pleased to offer this service which is revolutionizing the way employees receive their pay. We are constantly improving our payroll system to offer nothing less than the most convenient and reliable options.

With Direct Deposit of Payroll, your money is immediately available to you even if you are on vacation, on a business trip or out ill. Direct Deposit eliminates the risk of your pay check being lost or stolen or the need to go to the bank and wait on long lines to deposit your pay.

Should you have any questions on any of the points covered, we will be happy to answer them for you.

Questions and Answers

Deposit of Payroll?

A: Direct Deposit of Payroll is a convenient and cost-free way to have your pay automatically deposited on payday into the checking or savings account, credit union or money market fund of your choice. Your money is immediately available to you on payday, even if you are away on vacation, on a business trip or out ill. Direct Deposit also eliminates the risk of stolen or lost checks.

Q: Must I participate in the Direct Deposit Program?

A: No. This benefit is being offered to you free of charge as an alternative to a paycheck.

A: By completing and returning an authorization form with a voided check (see attached).

Q: Can my account be a joint account?

A: Yes. The program is very flexible and does not require any changes to your present account.

Q: When will my money be available if I elect Direct Deposit?

A: On payday. With Direct Deposit, your bank will receive your payroll deposit the night before payday, ensuring that your account is updated and your money is available for use on payday. On payday, you can write checks or will have the added convenience of withstanding money from cash machines (ATM) at virtually any bank throughout the country.

Q: How will I know when and if my pay has been deposited into my account?

A: On payday, you will receive your regular pay statement, itemizing all deductions and showing the amount deposited to your account. The amount will also be noted on your monthly account statement from the bank.

Q: Do I need to notify you if I change my bank?

A: Yes. You must submit a new Authorization form.

Q: May I discontinue Direct Deposit and receive a check again?

A: Yes. You simply notify us in writing (complete the authorization form).

Q: Will the Direct Deposit Program maintain the

A: Yes. The payroll data is automatically transmitted to your financial institution. As a result, fewer people have access to your pay information than if you were to deposit it manually.

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DIRECT DEPOSIT AUTHORIZATION FORM

PART 1 EMPLOYEE INFORMATION

I hereby authorize Elmsford UFSD to initiate credit entries to my checking and savings account(s) with the Financial Institution indicated below. This authority is to remain in full force and effect until Elmsford UFSD has received written notification from me of any changes.

Deposit Action:	New _____	Change _____	Stop _____
Full Name:	_____	Soc. Sec. No.	_____
Signature:	_____	Date:	_____

PART 2 EMPLOYEE BANK INFORMATION

Note: You may deposit at up to two banks

Bank 1 Name:	_____
Address:	_____
Routing Number:	_____
Account Number:	_____
Account Type: Checking	_____ Savings _____
Amount Deposited: \$	_____

Bank 2 Name:	_____
Address:	_____
Routing Number:	_____
Account Number:	_____
Account Type: Checking	_____ Savings _____
Amount Deposited: \$	_____

PART 3 – SPECIAL INSTRUCTIONS

Return this form AND a VOIDED CHECK for each bank account to the Payroll Office.

Jane A Doe 1000 Main St. Anywhere, USA 10001	Date _____ 3680	
PAY TO THE ORDER OF _____	\$ _____ DOLLARS	
MEMO _____	X _____	
123456789 Routing No.	11484620040 Account No.	3680