



MOUNT VERNON CITY SCHOOL DISTRICT

165 North Columbus Avenue • Mount Vernon, New York 10553

t 914-665-5000

DIRECT DEPOSIT AUTHORIZATION FORM

Name: _____ Employee ID#: _____

Direct deposit allows all or a portion of your net pay to be deposited directly to an employee's account(s).

A maximum of two direct deposits can be set up per employee, with one of the two designated as a new payroll deposit.

All new accounts must have attached a voided check or your banking institution's direct deposit form with all account information printed on the form.

ACCOUNT I would like to: ☐ Add a New Direct Deposit ☐ Stop My Current Direct Deposit
Bank Name: _____ ☐ Checking ☐ Savings
Routing #: _____ Account #: _____ ☐ Net Or ☐ \$ _____

ACCOUNT I would like to: ☐ Add a New Direct Deposit ☐ Stop My Current Direct Deposit
Bank Name: _____ ☐ Checking ☐ Savings
Routing #: _____ Account #: _____ ☐ Net Or ☐ \$ _____

A.B.A Routing Numbers Example

John Q. Public 123 Main Street Your Town, USA 12345-6789		101
Pay to the order of: _____		DOLLARS _____
Memo _____		
⑆00006789⑆ ⑆2345678⑆ 0101		
Routing/Transit Number		Account Number

EXAMPLE

*For new accounts, a pre-note will be sent to the bank; the following payroll will be a direct deposit. *

Please be sure to verify that the information that appears on your check stub is correct.

This authorizes MTVCS (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

This authorization will be in effect until MTVCS (the Company) receives a written termination notice from myself and has a reasonable opportunity to act on it.

Employee Signature

Date