Eastern Suffolk BOCES

Educational Services That Transform Lives

Direct Deposit Authorization for Retirees

Board of Cooperative Educational Services
First Supervisory District of Suffolk County
201 Sunrise Highway
Patchogue, NY 11772

PLEASE FILL OUT COMPLETELY

STEP 1

Name of Retiree _____ Last Four Digits of SS Number _____

Surviving Spouse (if Retiree is deceased) _____

☐ **New Direct Deposit**
☐ **Change to existing direct deposit, this change supersedes previous direct deposit information.**

I hereby authorize Eastern Suffolk BOCES to make direct deposit of my MEDICARE REIMBURSEMENT to the Financial Institution indicated below and authorize the Financial Institution to credit such amounts to my:

ACCOUNT (check one)**:**

Financial Institution _____ ☐ **Checking** ☐ **Savings**

Account Number _____ Branch Routing Number _____

AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR

By signing this form, I authorize Eastern Suffolk BOCES, through the Financial Institution, to initiate credit entries to the above account. I also authorize Eastern Suffolk BOCES to initiate necessary debit entries/adjustments to my account in order to recover salary to which I was not entitled but which was deposited to the account in error. I understand that this means of recovery shall not prevent Eastern Suffolk BOCES from utilizing any other lawful means to recover salary payments to which I am not entitled. This authorization is to remain in full force and effect until Eastern Suffolk BOCES has received written notification from me in such time and manner as to afford Eastern Suffolk BOCES and the Financial Institution a reasonable opportunity to act upon it. I understand that Eastern Suffolk BOCES cannot be responsible for problems which might occur with the electronic transfer of funds between financial institutions.

_____ _____
Signature of Retiree Date

STEP 2

PLEASE ATTACH BANK DOCUMENT WITH YOUR NAME, ACCOUNT NUMBER, AND BANK ROUTING NUMBER FOR NEW ACCOUNT.

(Example: voided check or bank statement with routing number)