



# ARDSLEY SCHOOL DISTRICT

## How to Sign Up for Direct Deposit

Fill out the attached Direct Deposit Authorization Form with your name, the name of your financial institution and the ABA Routing Number, as well as your Bank Account Number. Sign and date the form, attach a blank and voided check (not a deposit slip for checking accounts) to the form as verification of the ABA Routing Number and Account Numbers. We recommend that you check with your financial institution to verify their ABA Routing Number if you are unsure.

## How to Change Your Direct Deposit

To change your financial institution and/or your account number, you must fill out a new Direct Deposit Authorization Form and send it to Payroll before closing your existing account.

Deposits into non-bank accounts require a Prefix from that institution for your account number. A Prefix identifies the type of account/fund into which your money is deposited.

**YOU MUST ATTACH A VOIDED CHECK OR A DIRECT DEPOSIT FORM FROM YOUR BANK.**



Routing Number	Account Number	Check Number
241022233 (9 digits: begins w/ 01-12 or 21-32)	333962222	2048

If there is a problem with the ABA Routing Number or Account Number, your financial institution will reject the transaction and Ardsley UFSD will be contacted to take corrective action. You will be notified if any problem occurs.

ARDSLEY UNION FREE SCHOOL DISTRICT

DIRECT DEPOSIT AUTHORIZATION FORM

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (ACH CREDITS)

I hereby authorize the Ardsley Union Free School District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (select one) ( ) Checking ( ) Savings account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY (Bank) NAME: \_\_\_\_\_

BRANCH: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CHECKING ACCOUNT NUMBER: \_\_\_\_\_

**\*\*\* YOU MUST ATTACH A VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK \*\*\***

OR

SAVINGS ACCOUNT NUMBER: \_\_\_\_\_

**\*\*\* YOU MUST ATTACH A DIRECT DEPOSIT FORM FROM YOUR BANK \*\*\***

BANK ABA ROUTING NUMBER: 

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This authority remains in full force and effect prior to any final paycheck as an employee or until the Ardsley UFSD has received written notification from me of its termination in such time and in such manner as to afford the Ardsley UFSD and DEPOSITORY’S reasonable opportunity to act upon it.

**YOUR FIRST CHECK WILL BE A LIVE CHECK. If you would like to pick it up from Central Office, please call Julia Zhou in Payroll at x5553 or email her at [jzhou@ardsleyschools.org](mailto:jzhou@ardsleyschools.org)**

Print name of employee & co-account holder if applicable:

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

EFFECTIVE DATE REQUESTED: \_\_\_\_\_

EMPLOYEE’S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**RETURN COMPLETED FORM TO PAYROLL CLERK AT CENTRAL OFFICE**