DIRECT DEPOSIT AUTHORIZATION
AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS

Please note that the deposit will not be made on the first payroll on which new account information is entered. The new data must pass a pre-note or "test run" process before actual deposits can be made.

The pre-note process involves transmitting the payroll and account information without an actual deposit being performed. When the information is accepted by the employee's bank, the direct deposit will be in effect on the next payroll. If for some reason the information is not accepted, the employee will be notified and it will be their responsibility to provide payroll with the correct information.

Deposits can be made to only one bank account in the full amount.

I hereby authorize Nyack 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 account as follows:

SAVINGS ACCOUNT ☐ OR CHECKING ACCOUNT ☐

BANK ROUTING #: _____ ACCOUNT #: _____

COPY OF A VOIDED CHECK OR PREPRINTED DIRECT DEPOSIT FORM FOR THE ACCOUNT YOU ARE USING <u>MUST</u> BE ATTACHED TO THIS FORM.

I also authorize the Depository named below to credit and/or debit the same to such account:
Please indicate the name of your bank, branch and its location:

BANK NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMPLOYEE NAME: _____

SIGNATURE: _____ DATE: _____

This authority is to remain in full force and effect until the District has received written notification from me as its termination in such time and in such manner as to afford the District and the above Depository a reasonable opportunity to act on it.