



Poughkeepsie City School District Direct Deposit Enrollment Form

To enroll in Direct Deposit:

1. Fill out form below.
2. Attach a voided check from your checking account. (If depositing to a savings account, ask your bank to give you the Routing/Transit number for your account.)
3. Sign form.
4. Return completed form and voided check to Payroll in the business office.

Below is a sample check detailing where the information necessary to complete this form can be found.

A sample check form with the following fields and labels:

- NAME, ADDRESS, CITY, STATE, ZIP
- DATE
- 0123, 01-23456789
- PAY TO THE ORDER OF
- \$ []
- DOLLARS
- BANK NAME, ADDRESS, CITY, STATE, ZIP
- FOR
- MICR line: @ 1 23456789 0 1 23456789 0 1 23
- Routing Number (under 1 23456789)
- Account Number (under 0 1 23456789)

IMPORTANT: Please read and sign before completing and submitting.

I hereby authorize Poughkeepsie City School District (hereinafter "PCSD") to deposit any amounts owed to me by initiating credit entries to my accounts at the financial institution (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by PCSD to my account. In the event the PCSD deposits funds erroneously into my account, I authorize PCSD to debit my account not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until PCSD and Bank have received written notice from me of its termination in such time and in such manner as to afford PCSD and Bank reasonable opportunity to act on it.

Employee Name: _____ Social Security #: XXX-XX-_____ Emp #: _____

School: _____ Work Extension: _____ Home Phone: _____

Email address for pay stubs: _____

Employee Signature: _____ Date: _____

Please select if applies:

- I currently have direct deposit set up and wish to replace the current account on file with the new information below.
- I currently have direct deposit set up and would like to add the account information below for a split deposit. This will not replace the current account on file. The deposit will be split between the accounts based on amount you have indicated below.

A PRE NOTE IS REQUIRED ON ALL NEW ACCOUNTS BEFORE DIRECT DEPOSIT WILL BECOME EFFECTIVE. IT MAY TAKE 1 - 2 PAYROLLS FOR THE BANK TO CONFIRM YOUR ACCOUNT. DURING THIS TIME YOU WILL BE ISSUED A PAPER CHECK.

Account 1 Information

Bank Name/City/State: _____ Checking Savings

Routing/Transit Number: _____ Account Number: _____ Amt _____

Account 2 Information

Bank Name/City/State: _____ Checking Savings

Routing/Transit Number: _____ Account Number: _____ Amt _____

Employers must keep each original employee enrollment form on file as long as the employee is using Direct Deposit and for two years.

Business Office Use Only:

Date Entered: _____ Date "Pending": _____ PR# _____ Processed by: _____