

RIVERHEAD CENTRAL SCHOOL DISTRICT

To enroll in Direct Deposit, simply fill out this form and give it to your payroll department. Attach a voided check for each checking account—not a deposit slip. If depositing to a savings account, ask your bank to give you the Routing/Transit Number for your account. It isn't always the same number on a savings deposit slip. This will help ensure that your money is routed to the correct account.

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

Important: Please read and sign before completing and submitting

I hereby authorize my employer Riverhead Central School District (hereinafter "RCSD") to deposit any amounts owed 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 RCSD to my account. In the event the RCSD deposits funds erroneously into my account, I authorize RCSD 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 RCSD and Bank have received written notice from me of its termination in such time and in such manner as to afford RCSD and Bank reasonable opportunity to act on it

Employee Name: _____ Social Security # _____ Payroll # _____

Employee Signature: _____ Date: _____

Account Information

You may choose up to three accounts (Your Last Item must be for the remaining amount owed to you.)

1. Bank Name/City/State: _____

Routing/Transit # _____ Account Number: _____

Checking Savings I wish to deposit \$ _____ or Entire Net Amount

2. Bank Name/City/State: _____

Routing/Transit # _____ Account Number: _____

Checking Savings I wish to deposit \$ _____ or Remaining Net Amount

3. Bank Name/City/State: _____

Routing/Transit # _____ Account Number: _____

Checking Savings I wish to deposit \$ _____ or Remaining Net Amount

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

