

# AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT OF PAYROLL

New Enrollment

Change in Enrollment

I hereby authorize **Oneida-Herkimer-Madison BOCES** to deposit my net pay directly into my:

Indicate type of account (select one)

Checking

Savings

## AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR

By signing this form, the employee and each joint tenant, if any, each consent to allow Oneida-Herkimer-Madison BOCES, through the financial institution, to debit the account, upon notice to the account owners, in order to recover any salary to which the employee was not entitled, which was deposited to the account in error or by mistake. This means of recovery shall not prevent Oneida-Herkimer-Madison BOCES from utilizing any other lawful means to retrieve salary payments to which the employee is not entitled. This authorization is to remain in full force and effective until Oneida-Herkimer-Madison BOCES has received written notification from the employee of its termination in such time and manner as to afford Oneida-Herkimer-Madison BOCES and Bank a reasonable opportunity to act on it.

To ensure that my account is properly credited, I have attached a voided check from the checking account, or a deposit slip from the saving account where my net pay will be deposited, and completed the form below.

I agree that this authorization will remain in effect until I provide written notification to my employer terminating this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Joint Tenant (if any)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## ELECTRONIC TRANSFER OF FUNDS FOR DIRECT DEPOSIT OF PAYROLL

\_\_\_\_\_  
Name on Your Account

\_\_\_\_\_  
Employee Social Security Number

\_\_\_\_\_  
Name of Bank

\_\_\_\_\_  
Bank Address

\_\_\_\_\_  
Bank Number

\_\_\_\_\_  
Account Number

An example is provided to help you fill out your bank number and account number. To allow the payroll department to verify your information, please attach a voided check or savings deposit slip below.

### How to read the bank and account numbers from your check:

Your Bank Number falls between the **I:** and **I:** markings.

Your complete Account Number falls between the second **I:** and **II:** markings.

The Bank Number and Account Number on the authorization form would be complete for the sample check as follows:

Bank Number  
123456789

Account Number  
022999.999999

Hyphens should be entered, but spaces should not be included.

Identifying your number can be difficult. Therefore, please attach a voided or cancelled check in the space provided above so we can verify this information.

Name _____ 20____ 0324
Pay to the order of _____ \$ _____
_____ Dollars
Bank _____
Memo _____
<b>I: 123456789 I: 022999999999 II: 0324</b>

***\*Employees must notify the payroll dept. if they change banks***

**Please place a voided check or savings deposit slip here.**