



## Oneida-Herkimer-Madison BOCES

P.O. Box 70 • 4747 Middle Settlement Road • New Hartford, NY 13413-0070

www.oneida-boces.org

### **PAYROLL DISTRIBUTION FORM**

(to be completed by new employees or by employees who wish to change their distribution location)

\_\_\_\_\_ I wish to have direct deposit.\*  
*Please complete "Authorization Agreement for Direct Deposit of Payroll" and return to Central Business Office in order to initiate a payroll deduction to your financial institution.*

Please select one of the following:

\_\_\_\_\_ I wish to receive my payroll check at the Career & Technical Education Center.

\_\_\_\_\_ I wish to receive my payroll check at the Special Education Center.

\_\_\_\_\_ I wish to receive my payroll check at the Alternative Education Center.

\_\_\_\_\_ I wish to receive my payroll check at the Administrative Services Center.

\_\_\_\_\_ I wish to receive my payroll check at the Support Services Center.

\_\_\_\_\_ I wish to receive my payroll check at the Program & Professional Development Center.

\_\_\_\_\_ I wish to receive my payroll check at the Information & Technology Center.  
(Brodock Press Complex)

\_\_\_\_\_ I wish to have my check mailed.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\*Employee may choose not to receive direct deposit payroll stubs by opting out of printing stubs in the "My Paycheck Printing Elections" section of WinCap Web. Employee may print a copy direct deposit payroll information at any time from WinCap Web.