

**CENTRAL ISLIP UNION FREE SCHOOL DISTRICT
CENTRAL ISLIP, NEW YORK 11722**

How to enroll for DIRECT DEPOSIT of payroll:

1. Contact your bank or credit union for their ABA/Routing number.
2. Complete this **authorization agreement**. If you are depositing into your checking account, attach a personal check with the word "void" written in ink across the face of it. Do not sign the check.
3. Return the completed authorization agreement to the payroll department.

I authorize my employer to deposit my paycheck each payday directly in the account named below. This authorization will remain in effect until I have given written notice that I have terminated it, or until my employer has notified me that this deposit service has been terminated. I understand that I must give advance notice when I make changes to my account to allow a reasonable amount of time for my instructions to be executed. If ever an incorrect amount should be entered in my account, I authorize my bank to make the appropriate adjustment.

NAME _____ DATE _____

PRINT

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

Employee

Signature _____

Each payday please deposit my entire net pay or the dollar amount of \$ _____ to the bank account listed below. **(If blank, net will be deposited)**

Bank Name _____ Branch Address _____

ACCOUNT # _____

ABA ROUTING # _____ **CHECKING** _____ **SAVINGS** _____
(For checking account attach a voided check)

For A Change or Stop to Existing Account:

Change bi-week deduction/deposit Account # _____ from

\$ _____ to \$ _____

Stop Direct Deposit: **ABA #** _____ **ACCT #** _____