



# WEST SENECA CENTRAL SCHOOL DISTRICT

## DIRECT DEPOSIT

The West Seneca Central School District is pleased to offer direct deposit of an employee's earnings to their respective bank account(s). The following are some advantages to enrolling in the direct deposit program:

- It's convenient. There is no need to go to the bank to cash your check.
- It's safe. No more lost, stolen or misplaced checks.
- It's reliable. Your money will be available the morning of the payroll date.
- It saves time. Did you know that people spend as much as 24 hours each year waiting in line to cash their paychecks?
- It's available. Your paycheck is available even when you are sick or out of town.
- It's flexible. With Direct Deposit, you decide how to divide your pay among your accounts and it will be done automatically.
- It's environmentally smart. Each year, checks use more than 674 million gallons of fuel and add 3.6 million tons of CO<sub>2</sub> to the environment as they travel through the payment cycle.

To sign up for direct deposit, simply complete the attached Employee Direct Deposit Authorization Form and return it to the Payroll Office.

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## Questions and Answers About Direct Deposit

***Are there any costs to my participating in Direct Deposit?***

No; the program is offered as a service to employees.

***Is there a deadline for signing up?***

No; you may participate at any time.

***After I submit the authorization form, when will the Direct Deposit begin?***

It will take one payroll to make sure the bank account numbers are correct. The direct deposit will commence the following payroll.

***What if I decide to change banks? What do I have to do?***

Simply contact the Payroll Office to complete a new authorization form.

***The authorization form asks for my checking or savings account number and my bank's transit number.***

***How do I find that information?***

Checking and savings account numbers are normally noted at the bottom of checks and deposit slips as well as the nine digit routing number. The account and routing numbers should be verified with your financial institution to determine that these are correct numbers.

***How do I stop my pay from being direct deposited?***

Just fill out a new authorization form, check the appropriate box and take it to the Payroll Office. The cancellation will be effective on the next paycheck if processed by the payroll cutoff date. **If you are closing your bank account, it is important to notify the Payroll Office first.**



# WEST SENECA CENTRAL SCHOOL DISTRICT

## EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

Print Full Name: \_\_\_\_\_

I wish to have West Seneca Central School District deposit my net pay and/or a fixed amount(s) each payday directly to my account(s) as indicated. I agree to notify the Payroll Department immediately of any changes to the information so that my pay may be properly distributed. I understand that in the event the West Seneca Central School District notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take; the District cannot issue the funds to me until the funds are returned to the District by my financial institution.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that new or changed direct deposits may receive one check after this form has been submitted. Please do not close your account(s) without giving the Payroll Office two week's prior notice.**

☐ **Direct Deposit to the following CHECKING accounts(s):**

☐ Deposit net pay to:

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing #

\_\_\_\_\_  
Account #

☐ New ☐ Change ☐ Stop

☐ Deposit fixed amount \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing #

\_\_\_\_\_  
Account #

☐ New ☐ Change ☐ Stop

☐ **Direct Deposit to the following SAVINGS account(s):**

☐ Deposit net pay to:

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing #

\_\_\_\_\_  
Account #

☐ New ☐ Change ☐ Stop

☐ Deposit fixed amount \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Financial Institution

\_\_\_\_\_  
Routing #

\_\_\_\_\_  
Account #

☐ New ☐ Change ☐ Stop

*To be completed by Payroll:*

WinCap Updated by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_