

## DIRECT DEPOSIT SIGN-UP FORM

**Instructions:**

You have the following two choices:

- Option 1: 100% of your paycheck deposited directly into your checking or savings account.
  - Option 2: A portion of your paycheck is deposited into checking or savings and the rest is deposited into your checking or issued in a check form.
- Dollar amount only – no percentages.

If depositing to a checking account please attach a voided check for processing. If depositing to a savings account, contact your bank to get documentation verifying your savings account number and the TRANSIT ABA number of that bank. Your request cannot be processed without this number. Please note that we cannot accept starter checks or deposit slips; only voided checks will be accepted.

Be sure to sign the form and include your name and address.

Direct Deposit will begin approximately 2 weeks from the Friday after this request has been received.

Name ( <i>Last, First, MI</i> )		
Street	City, State	Zip Code
<b>Checking Account:</b>		
Bank Name:	Account Number:	Transit ABA Number:
Full or Split? (circle one)	Amount deposited in checking? (fill out below for savings amount)	
<b>Savings Account:</b>		
Bank Name:	Account Number:	Transit ABA Number:
Amount to be deposited in savings account?		
Signature		Date: ( <i>MM/DD/YY</i> )

To discontinue please sign here \_\_\_\_\_

Send this form to Saron Congdon Payroll Department  
 Schuylerville Central School  
 14 Spring Street  
 Schuylerville, NY 12871