

**SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT**  
**Scotia, New York**

**Employee Direct Deposit Authorization Agreement**

I hereby authorize my employer, Scotia-Glenville Central School District, to deposit any amount owed me by initiating credit entries to my account at the financial institution(s) indicated below. Further, I authorize my financial institution(s) to accept and to credit any credit entries indicated by Scotia-Glenville Central School District to my account. In the event that the Scotia-Glenville Central School District deposits funds erroneously into my account, I authorize Scotia-Glenville Central School District to debit my account for an amount not to exceed the original amount of the erroneous credit.

**EMPLOYEE INFORMATION**

Employee Name (please print) \_\_\_\_\_

Building \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

CHECK ONE:

\_\_\_\_ Begin Direct Deposit of Net Pay    \_\_\_\_ Change Information    \_\_\_\_ Cancel Direct Deposit

.....  
Bank Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bank Account Number \_\_\_\_\_ Routing # \_\_\_\_\_

Type:    \_\_\_\_ Checking    \_\_\_\_ Savings

**\*\*Please attach copy of voided check or a specification sheet from your financial institution.**

This authorization is to remain in full force and effect until the Scotia-Glenville Central School District and the financial institution(s) have received written notice from me of its termination in such time and in such manner as to afford the Scotia-Glenville Central School District and the financial institution(s) a reasonable opportunity to act on it.

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please note first check after enrollment is a "prenote/test" so a live check is issued. This ensures there are no problems between the banks. Typically, the second payroll after enrollment is direct deposit barring any issues.