Information on Payroll Direct Deposit

It is now possible to have your paycheck direct deposited into multiple banks, credit unions and/or accounts within the United States.

Direct deposit is convenient and efficient for all parties involved.

Some employee advantages of direct deposit:

- Eliminates a trip to the bank to cash or deposit your paycheck

- Funds are deposited when you are sick, on vacation, etc.

- Eliminates risk of lost or stolen checks

- Encourages savings…you can designate part of your pay to go directly to your savings

- You can split your deposits between checking and savings accounts, even at different financial institutions

If you would like to take advantage of this new service, complete the Application Form* on the reverse side of this notice and mail it to the payroll department at:

OCM BOCES   Interoffice Mail:
Payroll Department   or   Payroll Department
P.O. Box 4754   Main Campus
Syracuse, NY 13221

*Note: You may submit up to three (3) changes for each application form. Additional forms may be used for more than 3 transactions. Please contact the Payroll Department with any questions.

find this form on our website – ocmboces.org
[Administrative Services / Business Office / Forms]

OCMBOCES
Committed to Your Success

Direct Deposit - Payroll Form

To:	Payroll Department, Main Campus
From:	

Employee's Name

XXX–XX–
Social Security # (last 4 digits)

Street Address

City, State, Zip

** INSTRUCTIONS **

You can request direct deposit to multiple banks or credit unions located in the United States. Be aware that you must notify the Payroll Department, in writing, if I wish to discontinue the direct deposit.

For checking account: a voided original or photocopy of a **CHECK** for this account **must** be included with this form.

For savings account: documentation from your bank/credit union that includes your account and routing numbers.

> THE DOCUMENTATION LISTED ABOVE IS REQUIRED FOR ALL ADDED ACCOUNTS TO PROCESS THIS APPLICATION.
> IF ALL REQUESTED INFORMATION IS NOT PROVIDED, THIS APPLICATION CANNOT BE PROCESSED.

❏ **Add Account**   ❏ **Delete Account**   ❏ **Modify Account Information**

Name of Bank/Credit Union _____

Routing Number _____

Account Number _____   ❏ Checking ❏ Savings

❏ Dollar amount $_____ per pay   **OR**   ❏ 100% of net pay

❏ **Add Account**   ❏ **Delete Account**   ❏ **Modify Account Information**

Name of Bank/Credit Union _____

Routing Number _____

Account Number _____   ❏ Checking ❏ Savings

❏ Dollar amount $_____ per pay   **OR**   ❏ 100% of net pay

❏ **Add Account**   ❏ **Delete Account**   ❏ **Modify Account Information**

Name of Bank/Credit Union _____

Routing Number _____

Account Number _____   ❏ Checking ❏ Savings

❏ Dollar amount $_____ per pay   **OR**   ❏ 100% of net pay

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*Upon receipt, your request will be expedited at the earliest opportunity. Be aware that it does **require at least one payroll cycle for prenotification purposes**. You should advise your bank that your employer will be directly depositing your check.*

▲ Employee's Signature _____   ▲ Date _____

EMPLOYEE SIGNATURE IS REQUIRED