

BUSINESS OFFICE
WAPPINGERS CENTRAL SCHOOL DISTRICT
25 Corporate Park Drive, P.O. Box 396
Hopewell Junction, NY 12533

**DIRECT DEPOSIT AGREEMENT
NON-REGULAR EMPLOYEE**

For direct deposit into a checking account, **you must attach a voided check.**

For direct deposit into a savings account, **you must attach verification from your bank with routing number and account number** (deposit slips cannot be accepted)

Date: _____ Initiate _____ Change _____ Discontinue _____
New Bank Bank on file
Bank name _____

Part 1: Employee Information

Name: _____ Signature: _____

Social Security #: _____

Part 2: Financial Institution(s) Information

Financial Institution #1:

Name: _____

Address: _____

Bank ABA #: _____

(The Bank ABA number can be found at the bottom left-hand corner of your check)

Deposit 100% of new paycheck to Account #: _____ Checking _____ Savings _____

Return this completed form to **Payroll Department, Business Office at District Office.**

Only ORIGINAL documents will be accepted (no emails/fax). Direct deposit changes/additions may take 2-3 pay periods to take effect (4-6 weeks). Once your paperwork has been processed, the first check after the change/addition will be a LIVE check that will need to be cashed/deposited. The check following that will be directly deposited into your new account. If you have questions regarding direct deposit, call **Payroll Department** at 298-5000, extension 40109.

Blank direct deposit forms are available in the main office of any school.

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