

Dolgeville Central School – Payroll

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Employee Direct Deposit Authorization

Effective April 9, 2020 DCS requires ALL employees, including substitutes to receive their pay through direct deposit. The District no longer issues paper checks. Please attach a voided check for each account to help verify account numbers and bank routing numbers. This authorization remains on file and in effect until the employee makes changes in writing.

Check one: Checking: _____ Savings: _____	Bank Name:	Routing (ABA) Number:	Account Number:	Fill in one: Percent: _____% Amount: \$_____
Check one: Checking: _____ Savings: _____	Bank Name:	Routing (ABA) Number:	Account Number:	Fill in one: Percent: _____% Amount: \$_____
Check one: Checking: _____ Savings: _____	Bank Name:	Routing (ABA) Number:	Account Number:	Fill in one: Percent: _____% Amount: \$_____

This authorizes DOLGEVILLE CENTRAL SCHOOL (the “Company”) to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated and to other accounts I (we) identify in the future (the “Account”). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized Signature: _____

Print Name: _____ Date: _____

Please email paystub to: _____

ATTACH VOIDED CHECK(S) OR DEPOSIT SLIP(S) BELOW