

Afton Central School

Direct Deposit Authorization Form

	9 Digit Routing #	Bank Name	% or \$ Amount	S / C	Account #
Example 1	123456789	National Bank of North Afton	10.00%	S	1122334455
Example 2	987654321	National Bank of Southern Afton	\$15.75	C	99887766554433
Bank #1					
Bank #2					
Bank #3					

S- Savings Account
C- Checking Account

I authorize Afton Central School to direct deposit my paycheck to the account as indicated above.
 I authorize Afton Central School to make any adjustments (debits) to my account in the case of error in the processing of the direct deposit.
 I recognize that financial institutions outside of New York State may not receive the deposit until two business days following the payroll date.
 terminations.

Name _____ (please print)
 Social Security # _____
 Signature _____
 Date _____

Direct Deposit

You may elect to have all, or part of your check direct deposited with up to three financial institutions. For financial institutions within New York State, deposits will show in your accounts the day of the payroll. Financial institutions outside of New York State may take up to two additional business days for the transaction to take place.

If you elect direct deposit, please complete the attached form, listing all information for each financial institution. Please be sure to list each bank only once. If you have several transactions at one bank, you can only list one account for the money to be deposited into. You will need to make arrangements with that bank to distribute your money into separate accounts.

Once the completed form is received in the Business Office, a test file will be processed with the first available payroll for a \$0.00 amount. This is to verify routing numbers, accounts numbers, etc. Please note that this process only verifies that the account information is valid. It does not verify that the account belongs to you. Assuming that the test file is successful, the next payroll will contain actual dollars. If, however, an error is reported, we will need to obtain corrected information from you and send another test file with the next payroll. Any future changes/additions to your direct deposit will be handled in the same manner.