

Altmar-Parish-Williamstown Central School

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639 County Route 22, P.O. Box 97, Parish, NY 13131
(315) 625-5257 - Fax (315) 625-7952

MEMO

To: Employees Eligible for Direct Deposit
From: Victor Holl, School Business Official
RE: Direct Deposit of Paycheck

The negotiated contract between your bargaining unit and the Superintendent of Schools provides for direct deposit of paychecks.

This is accomplished through a cooperative agreement among the school district, the Onondaga-Cortland-Madison BOCES Regional Information Center and Key Bank.

Under this direct deposit system, you can have all or part of your check deposited directly into, up to, three bank accounts. For example, if your net (take-home) pay is \$500.00, you could have \$150.00 deposited directly to a checking account, \$250.00 to a savings account, and receive a check for \$100.00. These accounts DO NOT have to be with the same bank. Most banks in the NYCE system can be used.

In order to enroll in direct deposit, please complete the attached form and return it to the payroll clerk in the Business Office.

If you already have direct deposit from a previous year, it will remain in effect until such time as you terminate that deduction or make changes. You can use this form to make changes.

If your bank is not listed, please check with the business office to find out the proper procedure of having your institution added.

Thank you for your cooperation in this matter.

AUTHORIZATION FOR RECOVERY OF FUNDS DEPOSITED IN ERROR

By signing this form, the employee and each joint tenant, if any, each consent to allow The Company, through the financial institution, to debit the account, upon notice to the account owners, in order to recover any salary to which the employee was not entitled, which was deposited to the account in error or by mistake. This means of recovery shall not prevent The Company from utilizing any other lawful means to retrieve salary payments to which the employee is not entitled. This authorization is to remain in full force and effective until The Company has received written notification from me of its termination in such time and manner as to afford The Company and Bank a reasonable opportunity to act on it.

I understand that I may withdraw from this direct deposit program at any time; and I may make changes at any time.

FOR JOINT ACCOUNTS, BOTH PARTIES MUST SIGN BELOW

Name (print) _____

Name (print) _____

Signature _____

Signature _____

Date _____

Date _____

Altmar-Parish-Williamstown Central School District

DIRECT DEPOSIT AUTHORIZATION FORM

Employee Name _____ SSN _____

I wish to enroll in the direct deposit program. Please deposit the amounts as indicated below:

BANK NAME	TYPE OF ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AMOUNT***

*** If you wish your entire take-home amount to be deposited directly, indicate this with "NET".

PLEASE ATTACH A VOIDED CHECK AND/OR DEPOSIT SLIP FOR EACH CHECKING/SAVINGS ACCOUNT HERE!!!

Direct Deposits become activated at the earliest opportunity after the payroll department receives this form. It takes one payroll to process through a pre-note through your bank. The second payroll, your monies should be direct deposited in your designated account. Be sure to review your pay stub for accuracy.

I hereby request that a portion of the compensation paid directly to me be paid, instead of the bank/credit union and account listed above, on my behalf. I agree to take full responsibility for the accuracy of the bank/credit union name, account number and amount given above. I agree to save and hold harmless, my employer from any liability, responsibility for damages, what so ever, in connection with this redirection of compensation.

Finally, I agree to allow my employer to correct any error in compensation or payment made to me. I also agree that this authorization will remain in effect until I provide written notification to Altmar-Parish-Williamstown Central School District terminating this authorization.

Employee Signature

Date

Home Phone

BANKS USED FOR DIRECT DEPOSITS

() indicates routing number of bank

Oswego Teachers Credit Union (221379060)
 M & T Bank (022000046)
 Key Bank (021300077)
 Empire Federal Credit Union (221380347)
 HSBC (021300420)
 Chase Manhattan (022300173)
 Chase Manhattan, NA (021300462)
 Oswego County Federal Credit Union (021382655)
 Pathfinder Bank (221370894)
 Power Federal Credit Union (221380127)
 Access Fed Credit Union (221379895)
 Alcan Employee Fed Credit Union (221378993)
 Alliance Bank (OCNB) (221370904)
 Sunfirst Federal Credit Union (221380392)

Citizens Bank (221370030)
 Americu Credit Union (221375802)
 Bank of America (022000127)
 Watertown Savings Bank (221371356)
 Community Bank (021307559)
 HSBC, Watertown (022000020)
 BSB Bank & Trust (221370108)
 Oneida Savings Bank (221370878)
 Fulton Savings Bank (221370496)
 Community Bank, NA (021305386)
 SECNY FCU (221381304)
 Bank of America (021300019)
 General Electric EFCU (221182781)
 Watertown Civil Service Employ
 (221380949)

Syracuse FCU University (221380363)
 Beacon Federal Credit Union (221380114)
 Syracuse Fire Dept EFCU (221376872)
 P & C EFCU (221380237)
 Partners Trust Bank (221371165)
 Alliance Bank (021303511)
 Chase (021000021)
 Citizens Bank (021313103)
 ESM-NS Federal CU (221380172)
 Oswego Heritage FCU (221375569)
 Bank of America (021000322)
 Countryside FCU (221380075)
 Nest Egg FCU (221380127)