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 you 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

c: Employee
Rev: 03/11/20