



ALCOTT SCHOOL

PAYROLL DIRECT DEPOSIT

Direct Deposit is the most secure way to ensure that your paycheck does not get lost.

Please fill out the form below and return it to Chyrita Wade with a voided check attached. This is the safest way to ensure that the correct routing numbers and bank account numbers are recorded.

I hereby authorize the Payroll Service of Alcott School to deposit the entire net amount owed to me, as instructed by Alcott School, by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form. Further, I authorize Bank to accept and to credit any credit entries indicated by the Payroll Services to my accounts. In the event that the Payroll Service deposits any funds erroneously into my account, I authorize the Payroll Service to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until the Alcott Payroll Representative has received the employee's written notice cancelling it or identifying a different financial institution as destination for the direct deposit.

ACCOUNT INFORMATION:

Bank Name: _____

Routing Transit #: _____ Account #: _____

Checking

Savings

Other

Employee Name:

(Please print legibly)

Employee Signature: _____ Date: _____

Please attach a voided check. Make sure that the name of the bank and all routing and account numbers are clearly visible.

www.alcottschool.org

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