

Jamesville-DeWitt Central School District

Direct Deposit Form

This form is to be used to initiate, change or cancel direct deposit. Please complete the entire form and return it to Renee Palladino in the District Office. Failure to submit all information will result in delays of processing your request.

All incomplete forms will be returned to you.

Please circle one: NEW CHANGE CANCEL

Name: _____ Date: _____

Address: _____

Please submit a deposit slip or a voided check with account # and confirm all bank account and routing numbers with your bank.

Bank Name: _____

Bank ID Number: _____
(Routing #)

Please check the appropriate box(es)

	Account Number:	Amount to be deposited: (Net pay or dollar amount)
<input type="checkbox"/> Savings	_____	_____
<input type="checkbox"/> Checking	_____	_____

Important:
Your request will **pre-note** on the first payroll after your completed form is received. Therefore, you will see it take effect on the **second** payroll after is it processed.

Complete application and return it to Renee Palladino in the District Office.

Employee Signature: _____