

Jamesville-DeWitt Central School District

Direct Deposit Form

Please circle one: NEW CHANGE ADDITION

Name: _____ Date: _____

Please provide one of the following:

#1 - A form provided by your bank ~OR~

#2 - Attach a VOIDED Check

#1 or #2 will allow me to process your request on the next open payroll

Amount requested: _____

Fixed Amount or Net Deposit

~OR~

#3 - Fill out the information below.

#3 will require me to pre-note your request with your bank. Therefore, you will see it take effect on the **second** payroll after your request is received.

Bank Name _____ Routing # _____

Please check the appropriate box(es)

Account Number

Amount to be deposited:

(Net pay or fixed dollar amount)

Savings _____

Checking _____

If you are ADDING a new bank account and have multiple Direct Deposits, or wish to change your distribution, please indicate the breakdown you are requesting:

Bank Name:	Ck/Sav	Account Number	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employee Signature: _____

Complete request form and return to Renee Palladino in the District Office