

West Genesee Central School District



Change/Cancellation for Direct Deposit of Payroll

To ensure that your account(s) is properly credited, you must include the full bank routing (ABA) number along with the full account number. Also, if you are adding a new account you **MUST attach a bank document** that includes both the routing and account #'s for the account(s) indicated below. Examples: voided check, deposit slip or a bank letter.

Print Name: _____

Last four digits of SS#: _____

Change \$ Amount	Bank Name: _____		
	Change Fixed Dollar Amount to: \$ _____	Or	<input type="checkbox"/> 100% of Net Pay
	Bank Account #: _____	Effective Payroll Date: _____	
Cancel Bank Account	Bank Name: _____		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Bank ABA #: _____	Bank Account #: _____	
			Effective Payroll Date: _____
New Bank Account	Bank Name: _____		<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	Bank ABA #: _____	Bank Account #: _____	
	Fixed Dollar Amount: \$ _____	Or	<input type="checkbox"/> 100% of Net Pay
			Effective Payroll Date: _____

I hereby authorize the West Genesee Central School District to deposit my net pay directly into my bank/credit union account(s) as indicated and to initiate (if necessary) debit entries and adjustments for any credit entries in error to my accounts(s).

In addition, I understand that it is my responsibility to inform the Payroll Department in writing of any changes including but not limited to; cancellations, account closure.

Signature: _____

Payroll Office Use Only:

Prenote Date: _____	Effective P/R Date: _____
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