



## Cortland Enlarged City School District Direct Deposit Payroll Authorization

The District offers the option of selecting direct deposit for up to 100% of your net pay into a checking and/or savings account(s) into a United States bank or credit union through our payroll system. This completed and signed form must be returned to the Business Office for setup and processing. You may choose up to two checking accounts and four savings accounts. If you elect to participate in direct deposit, you'll still receive a detailed pay stub.

Any changes must be reported to the Business Office immediately. Otherwise, your deposit(s) will continue to be made to your existing account(s). You will need to complete a new payroll authorization form and the Business Office will notify you when the changes will be made. A new authorization form will void any previous account setup so be sure to include all accounts you wish to maintain on the new form. Please note that the first pay cycle with a new account is a prenote transaction, with a zero dollar amount sent to verify with the bank that the account details are correct. Assuming there are no changes to be made to either the routing or account number, the regular direct deposit will take effect with the next pay date after that.

To enroll, fill out the authorization form below. You must provide the name of your bank or credit union, the bank address, the amount (either a fixed dollar amount or a percentage of your net pay), and **the correct routing and account number** (contact your bank if you're not sure.) **If you wish to deposit into a checking account, it is recommended to provide a voided check.** Once complete, sign and return this form to the Business Office. Please keep a copy for your records.

**Questions or Concerns?** Feel free to email the Payroll Department at [payroll@cortlandschools.org](mailto:payroll@cortlandschools.org) or call 607-758-4122.

### AUTHORIZATION AGREEMENT FORM FOR DIRECT DEPOSIT PAYROLL (Please Print Clearly)

I, \_\_\_\_\_, hereby authorize the Cortland Enlarged City School District to initiate direct deposit and to initiate, if necessary, adjustments for any direct deposit entries to my checking and/or savings account(s). I understand that if I should elect to change my direct deposit amount(s) at any time a two-week notice is required prior to the next pay day.

### CHECKING ACCOUNT INFORMATION:

_____	_____	_____
Bank/Credit Union Name/Location	Dollar Amount or Percentage	Routing Number/Account Number
_____	_____	_____
Bank/Credit Union Name/Location	Dollar Amount or Percentage	Routing Number/Account Number

### SAVINGS ACCOUNT INFORMATION:

_____	_____	_____
Bank/Credit Union Name/Location	Dollar Amount or Percentage	Routing Number/Account Number
_____	_____	_____
Bank/Credit Union Name/Location	Dollar Amount or Percentage	Routing Number/Account Number
_____	_____	_____
Bank/Credit Union Name/Location	Dollar Amount or Percentage	Routing Number/Account Number
_____	_____	_____
Bank/Credit Union Name/Location	Dollar Amount or Percentage	Routing Number/Account Number

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\_\_\_\_\_  
*Signature* \_\_\_\_\_  
*Date*