

**DIRECT DEPOSIT ELECTION FORM**

I hereby authorize Niskayuna Central School District to initiate direct deposit payroll credit entries through the Automated Clearing House to the bank/credit union indicated below. Furthermore, in the event that a credit entry is made to my account in error, I authorize Niskayuna Central School District to make a correcting entry.

**FIRST Account or Bank**

- Bank/Credit Union Name: \_\_\_\_\_
- Bank/Credit Union ABA #: \_\_\_\_\_  
**(Must Use All Nine (9) Digits)**
- Checking/Savings Account # \_\_\_\_\_  
(Circle One) **(Attach Copy of Void Check)**
- Amount Deposited into 1st Account \$ \_\_\_\_\_  
If using two (2) Accounts or banks - Balance will go into second account

**SECOND Account or Bank**

- Bank/Credit Union Name: \_\_\_\_\_
- Bank/Credit Union ABA #: \_\_\_\_\_  
**(Must Use All Nine (9) Digits)**
- Checking/Savings Account # \_\_\_\_\_  
(Circle One) **(Attach Copy of Void Check)**

I understand that my pay **will not** be direct deposited **until a test** ("prenote") has been done on my account to verify the accuracy of the information provided.

\_\_\_\_\_  
Print Name As On Account

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN TO: MARY JO PALMIOTTO - BUSINESS OFFICE**