

# Should you consider Direct Deposit for Non-Payroll Expense Reimbursement?



Pittsford CSD would like to encourage you to consider having your non-payroll expense reimbursements directly deposited. Our bank has informed us that the **safest** way to secure your money is to have funds deposited directly into your bank account. This method is also fast, convenient, and eco-friendly.

## What is Direct Deposit?

Direct deposit is the electronic funds transfer of a non-payroll expense reimbursement into your checking or saving account at a financial institution (bank, credit union or savings bank) of your choice. Employees can have their non-payroll reimbursement go to the primary bank account used for payroll deposits or choose a different bank account.

### Advantages:

- **Safe** – unlike paper checks, direct deposit cannot be lost, destroyed or stolen.
- **Saves Time** – employees have easy access to their funds without making a special trip to the bank to cash or deposit a check. Funds are available immediately.

## Direct Deposit Questions & Answers

**Q** *Who can help me with my enrollment form if I have questions?*

**A** The Business Office (267-1003) will be able to provide you with the enrollment form and help you complete it; or you can have your bank help you complete the form. We also require that you attach a voided check so the numbers entered on the form can be verified.

**Q** *How will I know my expense reimbursement has been deposited in my account?*

**A** The system will send an automated email notifying you when the direct deposit has been received by your bank.

**Q** *What if I change banks?*

**A** You must notify the Business Office to cancel your deposit to the closed account. Then you must complete a new enrollment form for your new bank. If you forget to inform us of changes to your direct deposit it will be returned to us and we will contact you about how to proceed.

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Direct Deposit form

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## Direct Deposit Authorization Non-Payroll Items

This form is to be used only for employee expense reimbursement items such as mileage and conferences. Please complete this form ONLY if you would like a direct deposit for the above items.

### Employee Information

Employee Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Please check one:

- ☐ I would like my non-payroll checks deposited in the primary bank account used for my payroll deposits (sign and date form only)
- ☐ I would like my non-payroll checks deposited in a different bank account (enter bank name and account information and follow the instructions below). Attach a voided check that has your name, account number and routing number printed on it.

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

\*Checking Accounts only

Submit this form to the Business Department. If this is a new account it could take one-two payment cycles for the direct deposit to be in effect.

I hereby authorize my employer, Pittsford Central School District, to deposit my non-payroll expense reimbursement into my bank account listed above. Pittsford Central School District is also authorized to draw drafts to adjust any overpayments into my account. I will not hold my bank liable for any erroneous deposits or adjustments made by Pittsford Central School District.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a voided check for the account to be used if it is different from your the primary account used for payroll.

### Business Office Use Only

Date Received: \_\_\_\_\_ Processed by: Payroll \_\_\_\_\_ WinCap \_\_\_\_\_ Purchasing \_\_\_\_\_