
Won't you consider Direct Deposit?



Pittsford CSD would like to encourage you to consider having your pay 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 paycheck into your checking or saving account at a financial institution (bank, credit union or savings bank) of your choice. Employees can have their paycheck go to multiple financial institutions, and can deposit fixed dollar amounts, percentages, and/or the entire net pay.

Advantages:

- **Safe** – unlike paper checks, direct deposit cannot be lost, destroyed or stolen.
- **Saves Time** – employees have easy access to their funds without waiting in line to cash or deposit a check and funds are available immediately.
- **Convenient** – employees receive their pay on pay day, even if they are too sick to come to work, traveling, or vacationing.

Direct Deposit Questions & Answers

Q *Who can help me with my enrollment form if I have questions?*
A The Payroll Office (267-1042) 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 soon will my Direct Deposit begin after I enroll?*
A This depends upon the time of month when you enroll. We need the enrollment form in our office at least 15 days before your next pay date. It usually takes two pay cycles before you will have direct deposit.

Q *I am paid as a temporary employee. Can I enroll in direct deposit?*
A Yes. Direct deposit is available to all PCSD employees who complete the necessary paperwork.

Q *Will I still get a pay stub?*
A Pittsford schools are eco-friendly and paperless where possible. The pay stub will be available online for the employee to look at.

Q *What if I change banks?*
A You must notify the Payroll Office to cancel your deposit(s) 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.

Pittsford Schools

Direct Deposit form
on reverse side. →

Pittsford Schools

Employee Direct Deposit Authorization Agreement

- Begin Direct Deposit
- Change Information
- Cancel

Employee Name: _____

Social Security Number: _____

Primary Bank Account

Bank Name: _____

Checking

Savings

Account Number: _____

100% of Net Amount

or

Amount to be Deposited: \$ _____

If you would like to have your paycheck split between accounts, please indicate below.

Other Bank Account

Bank Name: _____

Checking

Savings

Account Number: _____

Amount to be Deposited: \$ _____

Other Bank Account

Bank Name: _____

Checking

Savings

Account Number: _____

Amount to be Deposited: \$ _____

I hereby authorize my employer, Pittsford Central School District, to deposit my net pay into my bank account(s) 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(s) for the account(s) to be used.