



REQUEST FOR DIRECT DEPOSIT OF PAYCHECK

Employee Information

Name: _____

Social Security Number: _____

Address: _____
Street Address

City, State, Zip

Bank Account Information

Bank Name / Branch: _____

Routing Number: _____

Account Number: _____

Checking * or Savings **: _____

- * For checking accounts, please attach a blank voided check
- ** For savings accounts, please attach a deposit slip for the account

Requests received at least 10 days prior to the next payroll check date will be processed with the upcoming payroll. As part of processing, the payroll company sends a test pre-note to the employee’s bank, verifying the accuracy of the account information. After a successful pre-note, the funds will be electronically deposited into the account with the following payroll. For example, if an employee who is paid semimonthly on January 15th submits a Direct Deposit request form on January 4th, the transaction will pre-note on January 15th. If the pre-note is successful, the funds will be directly deposited on the next payroll check date of January 30th.

Signing this gives Nyack College the right to directly deposit your payroll into the designated checking or savings account. Payroll funds will continue to be directly deposited into this account until the Payroll Department receives other notification.

Employee’s Signature

Date