

SOMERS CENTRAL SCHOOL DISTRICT

Business Office, SIS
240 Route 202
Somers NY 10589

TO: All Employees
FROM: PAYROLL/SIS
RE: Direct Deposit of Payroll Checks

If you would like to enroll in direct deposit for payroll checks, please complete the information below and attach a voided check with the routing number and account number. If you prefer, you may attach a direct deposit set-up form provided by your bank. Please send completed form to Payroll/SIS.

Employee Name _____

Address _____

Name of Bank _____

Routing Number _____

Account Number _____

Checking/Savings _____

Check here if these instructions completely replace prior direct deposit instructions.

Comments: _____

Employee Telephone Contact Number: _____

Signature: _____ Date: _____

