**Name:**

 (Last) (First) (Initial)

**Social Security Number:**

**Type of Account**

 [ ]  Checking

 [ ]  Savings

**Please arrange to deposit my wages each payroll at:**

**ACCOUNT NUMBER:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank

l: l l l l l l l l l l l l l l l ll”

Checked by

**Please arrange to deposit my expense reimbursements at:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank

l: l l l l l l l l l l l l l l l ll”

**Type of Account:**  [ ]  Checking [ ]  Savings

**Please check one:**

[ ]  I would like my non-payroll checks deposited in the primary bank account listed above for my payroll deposits (no additional information is needed)

[ ]  I would like my non-payroll checks deposited in a different bank account (enter bank name and account information below)

[ ]  I am not interested in direct deposit and would like to receive a printed check

***Employee expense reimbursements for items such as mileage and conferences can also be deposited directly into your bank account through our Accounts Payable system.***

I hereby authorize my employer, Monroe 2-Orleans BOCES, to deposit my *net* pay and non-payroll expense reimbursements into my account(s) at the above-named bank(s). Monroe 2-Orleans BOCES is also authorized to draw drafts to adjust any over-deposit which it has caused to be made to my account. I will not hold my bank liable for any erroneous deposits or adjustments made by my employer.

**Direct Deposit Authorization**

*Monroe 2 - Orleans Board of Cooperative Educational Services*

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**EMPLOYEE INFORMATION**

**ACCOUNT NUMBER:**

Employee signature

Date

**Note Instructions:**

* Attach a voided check(s) that has your name, account number and routing number printed on it.
	+ **Or,** you may submit a form from your bank that has your name, account number and routing number printed on it.
* Submit this form to the Payroll Department. It will take one-two pay periods for the direct deposit to be in effect.

Date

Rev 6/16

3599 Big Ridge Road - Spencerport, NY 14559 - (585) 352-2400 - Fax [(585)352-2756 - www.monroe2boces.org](http://(585)352-2756-www.monroe2boces.org)