



## DIRECT DEPOSIT PAYROLL PARTICIPATION FORM

I hereby authorize the Depew Union Free School District to initiate direct deposit payroll credit entries through the Automated Clearing House to financial institution(s) and/or GoodNeighbors Federal Credit Union located at 30 Brunswick Road, Depew, NY 14043as indicated below. Furthermore, in the event that a credit entry is made to my account in error, I authorize Depew UFSD to make a correcting entry. Furthermore, I hereby authorize and direct the financial institution(s), on my behalf, my joint account holder, if any, and my estate to charge my account for amounts paid to which I was not entitled. I also agree, on behalf of myself, my joint account holder, if any, and my estate, that such amounts will be returned to the Depew Union Free School District.

Name: \_\_\_\_\_  
(please print)

**Financial Institution Name** \_\_\_\_\_

Financial Institution ABA (Routing) # \_\_\_\_\_ Account # \_\_\_\_\_

Account Type:  Checking **OR**  Savings

Amount \$ \_\_\_\_\_ **OR**  Net Pay

---

**Financial Institution Name** \_\_\_\_\_

Financial Institution ABA (Routing) # \_\_\_\_\_ Account # \_\_\_\_\_

Account Type:  Checking **OR**  Savings

Amount \$ \_\_\_\_\_ **OR**  Net Pay

---

**GoodNeighbors Federal Credit Union**

ABA # 222380427 Account # \_\_\_\_\_

Account Type:  Checking **OR**  Share (Savings)

Amount \$ \_\_\_\_\_ **OR**  Net Pay

---

A copy of a current voided check or a letter from your financial institution must be attached to validate the financial institution, ABA number and account number. I understand that my pay will not be direct deposited until a test ("prenote") has been done on my account to verify the accuracy of the information provided and entered.

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

**Please sign and date this form and return it along with a copy of a voided check or bank letter to:**

**Payroll Dept., Depew UFSD, 5201 S. Transit Road, Depew NY 14043**

**This form and documentation must be received by the Payroll Department at least two (2) pay periods prior to the date direct deposit will begin.**