



**TYPE OF ACTION / ATTACH A CANCELLED CHECK OR MOST RECENT SAVINGS STATEMENT**

NEW ENROLLMENT <input type="checkbox"/>	CANCELLATION <input type="checkbox"/>	<input type="checkbox"/> CHANGE OF : (Check All That Are Affected)			
		ACCOUNT NUMBER <input type="checkbox"/>	ACCOUNT TYPE <input type="checkbox"/>	ABA* NUMBER <input type="checkbox"/>	

EMPLOYEE INSTRUCTIONS: COMPLETE THE EMPLOYEE INFORMATION, AND ACCOUNT INFORMATION SECTIONS

## EMPLOYEE INFORMATION

(PLEASE CHECK ONE, IF NOT THE FORM WILL BE RETURNED)

PAYROLL BANK NO.  740 ADMINISTRATIVE  742 PEDAGOGUES  744 PARA  745 SCHOOL BASED HOURLY SUPPORT  746 PER DIEM TEACHERS  747 PER SESSION TEACHERS

EMPLOYEE NAME

LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

SOCIAL SECURITY NUMBER

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

WORK TELEPHONE NO.

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

## ACCOUNT INFORMATION

PERSON(S) NAME ON ACCOUNT (PRINT EXACTLY - INCLUDE TRUSTEE OR JOINT OWNER).

- FOR 'CHANGE' APPLICATIONS, PRINT THE NEW ACCOUNT INFORMATION.

- FOR 'CANCELLATIONS', LEAVE BLANK AND SIGN CANCELLATION AUTHORIZATION.

1) \_\_\_\_\_

LAST NAME

\_\_\_\_\_  
\_\_\_\_\_ M.I. \_\_\_\_\_

FIRST NAME

2) \_\_\_\_\_

LAST NAME

\_\_\_\_\_  
\_\_\_\_\_ M.I. \_\_\_\_\_

FIRST NAME

ABA NUMBER\*

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

ACCOUNT NUMBER \*\*

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

ACCOUNT TYPE

SAVINGS  CHECKING

\* ABA BANK NUMBER

CHECKING ACCOUNTS -- THE ABA NUMBER IS THE FIRST NINE (9) NUMBERS PRIOR TO THE ACCOUNT NUMBER IN THE BOTTOM LEFT CORNER OF CHECK SAVINGS ACCOUNT -- CONTACT YOUR BANK FOR ABA NUMBER, IF UNKNOWN.

NOTE:

\*\* SEE CHECK, PASSBOOK OR ACCOUNT STATEMENT FOR ACCOUNT NUMBER.

YES  NO

### EMPLOYEE AUTHORIZATION FOR NEW OR CHANGE APPLICATIONS

I HEREBY AUTHORIZE THE CITY OF NEW YORK TO DEPOSIT MY NET PAY DIRECTLY INTO MY CHECKING OR SAVINGS ACCOUNT AS REQUESTED. I ALSO GRANT AUTHORIZATION FOR THE REVERSAL OF A CREDIT TO MY ACCOUNT IN THE EVENT THAT A CREDIT WAS MADE IN ERROR. I UNDERSTAND THAT, UNDER THE "NATIONAL AUTOMATED CLEARING HOUSE ASSOCIATION" OPERATING GUIDELINES AND RULES, THE CITY OF NEW YORK CAN ONLY REVERSE THE AMOUNT OF THE INCORRECT DIRECT DEPOSIT. I AGREE THAT THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I PROVIDE TO MY AGENCY A WRITTEN CANCELLATION TO TERMINATE THE SERVICE.

SIGNATURE:

DATE:

### CANCELLATION AUTHORIZATION

I HEREBY AUTHORIZED THE CITY OF NEW YORK TO CANCEL MY DIRECT DEPOSIT AUTHORIZATION AGREEMENT.

SIGNATURE:

DATE:

### AGENCY PAYROLL SECTION

ENTERED BY:

DATE: