



Department of Education

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

1) _____

LAST NAME

_____ M.I. _____

FIRST NAME

2) _____

LAST NAME

_____ M.I. _____

FIRST NAME

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: