

# Forestville Central School

Business Office

12 Water St., Forestville, NY 14062

716-965-6537 Fax 716-965-2117

To: FCS Employees

From: Mary Ann Parisi-Wills  
Business Office/Payroll

Re: Direct Deposit

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You have the option to have your paychecks deposited directly into your bank account(s).

**Please Note:** The first payroll after a new direct deposit has been established will be processed as a Pre-Note with no actual dollars being sent. If the Pre-Note runs through correctly then the actual direct deposit will begin with the following pay period. If for some reason your account information was incorrect we will then require additional information from you and the process starts all over again.

Date \_\_\_\_\_

Employee Name (please print) \_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Phone \_\_\_\_\_

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Type                      Checking                      or                      Savings

Amount of Deposit:

Percent \_\_\_\_\_ (eg. 100% for the entire check deposited)

Dollar \_\_\_\_\_ (eg. An exact dollar amount you want deposited)

Employee Signature \_\_\_\_\_