

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

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 _____