



*Brentwood  
Union  
Free  
School  
District*

Stacy L. O'Connor  
Assistant Superintendent for Finance and Operations

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## MEMORANDUM

**TO:** All Eligible Employees

**FROM:** Ms. Stacy L. O'Connor  
Assistant Superintendent for Finance and Operations

**RE:** *Direct Deposit Authorization*

**DATE:** May 2, 2017

The District has the availability of depositing your net pay directly into your checking or savings account. Direct deposit has been offered in response to many requests, as direct deposit is a convenience for many individuals. Chase Bank, in conjunction with the Automated Clearing House (ACH), will be used to transfer your funds to virtually any financial institution in the country. This system ensures safety; for example, the Social Security Administration has never lost a single payment using the ACH even though it makes over 18 million direct deposit payments each month.

Every effort will be made to have the funds available to you on the payroll date if your account is at Chase Bank. If your account is at another banking institution your funds may not be available until the next business day after the payroll date.

Should you be interested in this service, please complete the attached authorization agreement.

If your net payroll check is to be deposited into your checking account, please attach a voided check to the attached authorization form. If your net check is to be deposited into your savings account, please provide your bank's routing transit number (RTN) and savings account number for verification. Return the authorization agreement to the Payroll Department.

It will take approximately four payroll periods for direct deposit to begin.

Whether or not you have direct deposit, you are required to sign for your pay each and every pay date. Should you fail to sign for three (3) pay stubs, your direct deposit may be inactivated.

If you have any questions, please contact the Payroll Department at 434-2281.

SOC/lk

Attachment (1)

BRENTWOOD UNION FREE SCHOOL DISTRICT

AUTHORIZATION AGREEMENT  
For Direct Deposit of Payroll

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I hereby authorize my employer to deposit my net pay directly into my bank account and to initiate (if necessary) debit entries and adjustments for any credit entries in error to my account.

I agree that this authorization will remain in effect until I provide written notification to my employer terminating this service.

Signature

Date

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ELECTRONIC TRANSFER OFFUNDS  
For Direct Deposit of Payroll

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Name on your Account

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Employee I.D.#

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Bank Name

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Bank Address

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Bank (Routing Transit) Number\*

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Account Number\*

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Check one:    \_\_\_    Checking Account                    \_\_\_    Savings Account

\*Direct Deposit into Checking Account -An example is provided on the back page to help you fill out your bank routing number and account number. In order to allow the payroll department to verify this information, please attach a voided check to the following page.

\*Direct Deposit into Savings Account -Please have your bank complete this information before you submit this form to the Payroll Department.

## How to read the bank and account numbers from your check.

Your Bank Number falls between the I: and I: markings.

Your complete Account Number falls between the second I: and II: markings.

The Bank Number and Account Number on the authorization form would be completed for the sample check as follows:

Bank Number

123456789

Account Number

022999-9999999

Hyphens should be entered. but spaces should not be included.

NAME	20	032
Pay to the		
order of	\$	
BANK		
Memo		
I: 123456789 I: 022999999999911:0324		

Identifying your number can be difficult. Therefore, please attach a voided or canceled check in the space provided.

Please place a voided check here.