

**DIRECT DEPOSIT AUTHORIZATION
CENTENNIAL BOCES
(Optional)**

Direct deposit of payroll is available to Centennial BOCES employees. The payroll is handled through an automated service center that guarantees your pay to be deposited into your account by 9:00 a.m. on payday.

Please complete the form below to indicate where your net monthly pay is to be deposited. You have the option of having your pay deposited into a checking or savings account at the banking institution of your choice. Any changes in banking institution, account number, or type of account must be reported to the Payroll Department at the Longmont office by the 15th of each month for the current month's payroll. You may choose to send this written information to Longmont via the BOCES Courier.

Please note that the first month of direct deposit results in the employee receiving a paper check in the mail. The automated service requires a pre-note the first month and does not actually process the direct deposit until the second month's paycheck. This will also happen every time you change banks.

PLEASE PRINT:

Name: _____

Social Sec. No. _____

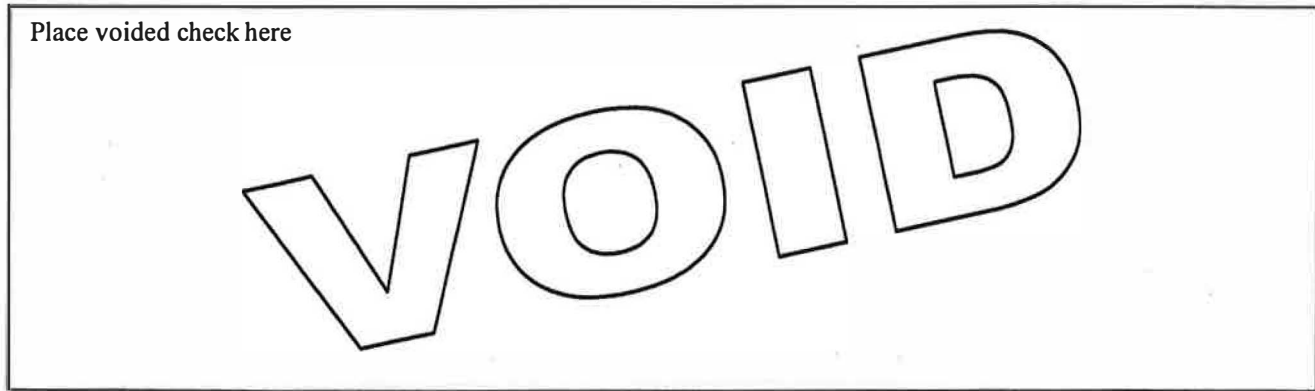
Deposit monthly net pay into: _____
Bank or Credit Union Name

Please Check One: Checking Account Account Number _____

Savings Account Account Number _____

This form is for:	<input type="checkbox"/> Change Amount
<input type="checkbox"/> New Information	<input type="checkbox"/> Same Bank – New Acct Number
<input type="checkbox"/> Changed Banks	<input type="checkbox"/> Cancel Direct Deposit

Please attach a voided check in order to verify account number and bank routing number.



Signature: _____

Date: _____