

TOWN OF NISKAYUNA

DIRECT DEPOSIT AUTHORIZATION

DATE _____

EMPLOYEE NAME _____

SIGNATURE _____

1. BANK: _____

ROUTING # _____

ACCT # _____ CHECKING _____ SVGS _____

AMOUNT OF DEPOSIT \$ _____

2. BANK: _____

ROUTING # _____

ACCT # _____ CHECKING _____ SVGS _____

AMOUNT OF DEPOSIT \$ _____

3. BANK: _____

ROUTING # _____

ACCT # _____ CHECKING _____ SVGS _____

AMOUNT OF DEPOSIT \$ _____

It will take at least two payroll periods to have your check deposited. The first period is referred to as a "pre-notification period" which is necessary to verify your bank routing code and account number. The rejection of a pre-notification indicates that your institution is not a member of the ACH network and cannot be set up for direct deposit. You will be notified immediately of the rejection of a pre-notification.

The receipt of a white deposit advice and stub as opposed to a blue check and stub will indicate that your pay check has been deposited. It clearly states "DIRECT DEPOSIT NON-NEGOTIABLE" across the bottom portion. If circumstances require the Town to eliminate direct deposit for a payroll you will receive a blue check as opposed to a white deposit advice, which will have to be cashed by you and will not be automatically deposited into your account.