

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
DIRECT DEPOSIT AUTHORIZATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

I hereby authorize my employer, the Southern Cayuga Central School District, to deposit my pay to the following account(s), beginning on \_\_\_\_\_.

<b>BANK NAME:</b>	<i>Circle one:</i>
BANK ADDRESS:	SAVINGS
	<i>or</i>
ROUTING NUMBER:	CHECKING
ACCOUNT NUMBER:	
AMOUNT \$ <span style="margin-left: 100px;"><i>or</i> NET PAY</span>	

<b>BANK NAME:</b>	<i>Circle one:</i>
BANK ADDRESS:	SAVINGS
	<i>or</i>
ROUTING NUMBER:	CHECKING
ACCOUNT NUMBER:	
AMOUNT \$ <span style="margin-left: 100px;"><i>or</i> NET PAY</span>	

<b>BANK NAME:</b>	<i>Circle one:</i>
BANK ADDRESS:	SAVINGS
	<i>or</i>
ROUTING NUMBER:	CHECKING
ACCOUNT NUMBER:	
AMOUNT \$ <span style="margin-left: 100px;"><i>or</i> NET PAY</span>	

<i>PLEASE CIRCLE YES OR NO:</i>		
IS THIS A NEW DIRECT DEPOSIT?	YES	NO
IS THIS AN ADDED DIRECT DEPOSIT?	YES	NO
IS THIS A CHANGE TO AN EXISTING DIRECT DEPOSIT?	YES	NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE ATTACH A VOIDED BLANK CHECK**

**OR**

**A LETTER/STATEMENT FROM YOUR BANK WITH YOUR PRINTED ACCOUNT NUMBER SO YOUR BANK INFORMATION CAN BE VERIFIED BY SCCS STAFF.**