

## PAYROLL DEDUCTION - ELECTRONIC DIRECT DEPOSIT

Employee Name: \_\_\_\_\_  
(Please Print)

Please remit to:

\_\_\_\_\_ the following amount each pay period:  
(Name of Bank or Credit Union)

\$ \_\_\_\_\_ Amount  
or

\_\_\_\_\_ Net Pay

Please distribute the above amount as follows:

Checking	Savings	Account Number	\$ Amount or Net
_____	_____	_____	_____
_____	_____	_____	_____

Please sign below and return this form to authorize payroll deductions.

In consideration of the participation of my financial institution, and of Tompkins-Seneca-Tioga BOCES in the Direct Deposit Plan I hereby:

- Understand that there is a one pay period lag before an actual direct deposit will begin because banks require all accounts to be pre noted.
- Authorize corrections to my account postings which were made in error and further authorize the repayment to Tompkins-Seneca-Tioga BOCES any amounts deposited in error. In the event that there are insufficient funds in my account to repay such amounts deposited in error, I agree to pay Tompkins-Seneca-Tioga BOCES such sums. I understand that this provision is necessary because the speed with which direct deposits are made may prevent necessary payroll corrections ordinarily made prior to issuance of a paycheck to me.
- Release, indemnify and hold harmless my financial institution and Tompkins-Seneca-Tioga BOCES from any and all losses, claims, suits, demands, costs, fees, damages, expenses or liability which may arise for any reason on account of such corrections to my account.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Listed below are the banks and credit unions currently in use. If you wish to use a bank or credit union not listed, please attach a copy of your current deposit slip For **Bank of America please supply the routing number.**

Alliance Bank	Elmira Savings Bank	JP Morgan Chase	Tompkins Trust Co.
Alternatives Fed CU	First Heritage F C U	Key Bank	Tioga State Bank
Apple Bank	Five Star Bank	Keybank National	USAA Fed Savings
Bank of America	Fingerlakes F CU	M & T	Visions Fed CU
Chemung Canal Trust	First National - Cortland	Navy Federal CU	WCTA Federal CU
Citizens	First National – Dryden	Pittsford Fed CU	Westar Fed C U
Community Bank NA	First National – Groton	Steuben Educators CU	
Cornell Community CU	First Niagara	Solutions Federal CU	
Corning Federal CU	Gouverneur Savings	Spencerport Fed CU	
Cortland Federal CU	HSBC	Syracuse Fed CU	

**Together we learn, lead, support and serve**