

PAYROLL – PAYCHECK

DIRECT DEPOSIT APPLICATION

Payroll Department
Oyster Bay-East Norwich CSD
1 McCouns Lane
Oyster Bay, N.Y. 11771

I am requesting Direct Deposit of my new pay.

ENTER YOUR NAME, ADDRESS AND PHONE NUMBERS:

NAME:

ADDRESS:

CELL PHONE NUMBER:

SOCIAL SECURITY NO:

ENTER FINANCIAL INSTITUTIONS NAME, ADDRESS, AND PHONE NUMBER.

INSTITUTION NAME:

ADDRESS

TELEPHONE NO:

ENTER YOUR ACCOUNT NUMBER, TYPE AND ROUTING NUMBER (FROM YOUR CHECK OR STATEMENT)

ACCOUNT NO:

ACCOUNT TYPE: (CHECK ONE) ___ SAVINGS ___ CHECKING

ROUTING NO:

Please submit the following: (**BOTH ARE NEEDED**)

1. A voided check or deposit slip showing the numbers above
2. A copy of a valid driver's license, birth certificate or passport.

Employee Signature: _____ **Date:** _____

You will get a physical check since it will take one payroll cycle to test the accuracy of the data you supplied to us. If correct, the direct deposit will become effective on the second payroll.