



# **BOCES Southern Westchester**

**THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

17 Berkley Drive, Rye Brook, New York 10573  
(914)937-3820 (914)937-3831

## **DIRECT DEPOSIT AUTHORIZATION**

### **AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS**

*(AUTOMATED CLEARING HOUSE CREDITS)*

**I (WE) HEREBY AUTHORIZE SOUTHERN WESTCHESTER BOCES TO INITIATE CREDIT ENTRIES AND TO INITIATE, IF NECESSARY, DEBIT ENTRIES AND ADJUSTMENTS FOR ANY CREDIT ENTRIES IN ERROR TO MY ACCOUNT AS FOLLOWS:**

**CHECKING ACCOUNT**

**SAVINGS ACCOUNT**

**I ALSO AUTHORIZE THE DEPOSITORY NAMED BELOW TO CREDIT AND/OR DEBIT THE SAME TO SUCH ACCOUNT:**

*(PLEASE INDICATE THE NAME OF YOUR BANK, BRANCH AND ITS LOCATION)*

**DEPOSITORY NAME** \_\_\_\_\_

**BRANCH** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**YOUR NAME (PLEASE PRINT)** \_\_\_\_\_

**EMPLOYEE #** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

***Please attach a "void" check or a copy of a blank check for checking account deposits.***

**WHEN COMPLETED, RETURN THIS FORM TO THE PAYROLL OFFICE  
17 BERKLEY DRIVE, RYE BROOK, NY 10573**

**PAYROLL FAX #: 914-937-3831**

***THIS AUTHORITY IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL SOUTHERN WESTCHESTER BOCES HAS RECEIVED WRITTEN NOTIFICATION FROM ME OR, (IF JOINT ACCOUNT), EITHER OF US OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD BOCES AND THE ABOVE DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.***