OLYMPIC REGIONAL
NEW YORK
DEVELOPMENT AUTHORITY

DIRECT DEPOSIT AUTHORIZATION
PLEASE READ THIS FORM CAREFULLY AND WRITE CLEARLY

If this is a new direct deposit, you should:
1) Already have the account set up at the bank
2) Verify your account number (including dashes if needed) and the transit routing number with you bank.
3) Notify your bank that you are going to set up direct deposit through payroll

Please check **ONE** of the following:
☐ A new direct deposit (complete all of the information below)
☐ Cancel direct deposit (complete item C below)
☐ Change amount of direct deposit (complete items C through E below)

A) Bank Name: _____

B) Bank Transit Routing Number: _____

C) Account Number: _____

D) Check One: CHECKING   SAVINGS

E) Amount per pay period: $_____
                          (If entire net pay deposited, write "FULL")

I authorize ORDA and the bank listed above to deposit my net pay or portion thereof, as indicated above, into my account each payday. If funds to which I am not entitled are deposited to my account, I authorize ORDA to direct the bank listed above to return said funds. I understand that my deposit may not be credited to my account until the actual check pay date. I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each payday.

If you would like your pay stub e-mailed to you on pay day, please enter you e-mail address_____

_____   _____
Employee Signature   Date

_____
Employee Name (Please print)

Why not have your Direct Deposit Pay Stub e-mailed to you on pay day?

We already have your direct deposit information. On the other side of this page just write in your e-mail address just above the Employee Signature line, Sign, Print, and Date. It's that easy.

Your password will be the last four numbers of your social security number.

If you would like to set up direct deposit, just complete the entire form.

Turn in the completed form to your payroll office.

As always we still offer all of you paycheck information and W-2s on-line. Please see the attached instructions on how to register