



Notice and Consent for Direct Deposit

CRC

8 Clarkson Ave
Potsdam, NY 13699

80 Nott Terrace
Schenectady, NY 12308

Beacon Institute
199 Main Street
Beacon, NY 12508

Methods of Payment

As a New York State employer, we must pay your wages in cash or check. This does not require your approval. We may also pay your wages by direct deposit or payroll debit card. These forms of payment require you to approve. If you do not approve, we will pay you in cash or check.

If you would like to receive your wages by direct deposit to a U.S. financial institution of your choice, please read and sign below.

Direct Deposit Consent:

On this day I have been notified of my options of payment methods. I give consent to Clarkson University to pay my wages through **Direct Deposit** to a financial institution that I have selected.

*****Please note that we must receive your written consent at least seven business days prior to paying wages by direct deposit. You can also withdraw consent at any time and discontinue your enrollment in the direct deposit method.*****

Bank Name: _____

Routing Code: _____

Address: _____

Account #: _____

City, State: _____

Checking Savings

Deposit Total Net Check: Yes No

For Multiple Direct Deposits: Priority Number of this Deposit 1 2 3 4 5

Does this enrollment supersede a previous enrollment: Yes No

Will TOTAL funds be transferred to a NON-U.S Financial Institution? Yes No

Signature

Employee/Student Number

Date

Print Name