



Notice and Consent for Direct Deposit

Employer Information

Name: St. Bonaventure University
Address: P.O. Box 2450, St. Bonaventure, New York 14778
Employee Work Location: 3261 West State Road Phone Number: 716-375-2456
St. Bonaventure, NY 14778

Methods of Payment

As a New York State employer, we can pay your wages in check form. This does not require your approval. We may also pay your wages by direct deposit and initiate (if necessary) debit entries and adjustments for any credit entries in error made to your account. This form of payment requires you to approve. If you do not approve, we will pay you in check form.

If you would like to receive your wages by direct deposit to a 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 the above listed employer to pay my wages through Direct Deposit to a financial institution that I have selected.

1. Bank Name: _____
City, State: _____
Routing Transit: [: _____]: Account Number: _____
 Checking Savings Other I wish to deposit \$ _____ Entire Net Amount
2. Bank Name: _____
City, State: _____
Routing Transit: [: _____]: Account Number: _____
 Checking Savings Other I wish to deposit \$ _____ Entire Net Amount

Print Employee Name

Employee Signature

Date

Please note that we must receive your written consent at least seven (7) business days prior to paying wages by direct deposit. You can also withdraw consent at any time and discontinue your enrollment in the payroll direct deposit payment method.