

Sherre Wesley, Ed.D.
Assistant Superintendent for Business Services
5 BOCES Road, Poughkeepsie, New York 12601
Phone: 845.486.7795 | Fax: 845.486.4821
E-mail: sherry.wesley@dcboces.org

Payroll Department:
ext.2264-Pat
ext. 2255-Lois
WinCapWeb:
ext. 2273 Christina Mark

DIRECT DEPOSIT AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSIT (ACH Credits)
COMPANY NAME: DC BOCES COMPANY ID #14-6012196

I (we) hereby authorize DC BOCES, hereinafter called COMPANY, to initiate credit entries and adjustments for any credit entries in error to my (our) account indicated below and the depository named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

DEPOSITORY NAME (Bank or Credit Union) _____
BRANCH _____ CITY _____ STATE _____ ZIP _____
ACCOUNT # _____ TRANSIT/ABA # _____
CHECKING _____ SAVINGS _____ (mark one)

This authority is to remain in full force and effect until the COMPANY has received written notification from me,(us) of its termination in such time and in such manner as to afford the COMPANY and DEPOSITORY a reasonable opportunity to act on it.

SIGNED _____ DATE _____
PRINT NAME _____ PHONE # _____

******* PLEASE ATTACH A VOIDED CHECK OR BANK MEMO *******
RETURN THIS FORM TO THE PAYROLL DEPARTMENT
This information will be processed during the current payroll.
Your check for that payroll will be a CASHABLE CHECK. If all the information checks out with the the banks, the following paycheck will be direct deposit. You will receive a memo to proof with your records, along with the date of your first direct deposit.

ONCE DIRECT DEPOSIT IS IN EFFECT, ALL PAYCHECK STUBS FOR FULLTIME EMPLOYEES WILL BE ACCESSED THROUGH WIN-CAP-WEB.COM. YOU WILL RECEIVE AN INVITATION FROM OUR WIN-CAP-WEB ADMINISTRATOR, Christina Mark. IN ORDER TO DO THIS, A BOCES EMAIL ADDRESS SHOULD BE IN PLACE THROUGH THE BOCES WEBSITE. PLEASE REVIEW ALL PAYROLL INFORMATION- YOU WILL SEE IMPORTANT INFORMATION CONTAINED ON THE CHECK STUB/WEB SITE; SALARY, ATTENDANCE, HOURS, ETC.

!!!!!! IMPORTANT !!!!!!
Never close your account without notifying the payroll department.

Dutchess County Board of Cooperative Educational Services
Administrative Offices: 845.486.4800
www.dcboces.org