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**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 \*\*\*\*\*

**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 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 AFTER AN INVITATION FROM OUR WIN-CAP-WEB ADMINISTRATOR, MARY GRUNOW. (AT THIS TIME, HOURLY EMPLOYEES WILL STILL RECEIVE A PAY STUB) 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](http://www.dcboces.org)