

# ***MILL NECK FAMILY OF ORGANIZATIONS DIRECT DEPOSIT – QUESTIONS AND ANSWERS***

**1. Can my paycheck be deposited into any bank with the Direct Deposit System?**

Yes. Your check can be deposited into the bank of your choice. You need to supply your employer with your bank's ABA (Routing) number and your account number.

**2. When will my pay be available for me to draw on?**

With Direct Deposit, your pay is available to you at 9:00 am on pay day **AS CASH.**

**3. Must my check be deposited to a checking account or can I deposit it to a savings account?**

Your check can be deposited to a checking or savings account.

**4. Can I have the entire check deposited to a credit union with Direct Deposit?**

Yes. A credit union is considered to be a bank.

**5. Can I have a partial amount of my net check deposited and received the remainder in a check?**

No. To participate in direct deposit, your entire net check must be deposited into the bank of your choice.

**6. Can I split my check – that is send part to one bank and the remainder to another bank?**

Yes. You may send a specific amount to one bank, and the balance to another.

**7. Can I spit my deposit to the same bake into two different accounts?**

Yes. You may send a specific amount to one account and the balance to another.

**8. If I use the Direct Deposit system, will I still receive a pay stub?**

Yes. You will receive a pay stub listing all of your deductions, but there will be no check.

**9. How do I enroll in Direct Deposit?**

Employees who elect Direct Deposit must give the payroll department a voided check or a letter from the financial institution listing the routing/transit number and their account number.

**USE THE ATTACHED FORM TO ENROLL!**

***AUTHORIZATION FOR DIRECT DEPOSIT OF PAYROLL***

I authorize Mill Neck and the bank indicated below, to deposit my net pay automatically to my account each pay day. If monies to which I am not entitled are deposited to my account, I authorize Mill Neck to direct the bank to return said funds. This authority will remain in effect until I have canceled my direct deposit in writing.

\_\_\_\_\_  
**BANK NAME**

\_\_\_\_\_  
**BRANCH ADDRESS**

\_\_\_\_\_  
**ACCOUNT NO. (CHECKING/SAVINGS)**

\_\_\_\_\_  
**ALL PART AMOUNT**

\_\_\_\_\_  
**EMPLOYEE NAME (PRINT)**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**ROUTING NUMBER**

**PLEASE ATTACH A VOIDED CHECK OR A COPY OF A CHECK**

**DO NOT WRITE BELOW THIS LINE**

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\_\_\_\_\_  
**PAYROLL DEPARTMENT**

\_\_\_\_\_  
**EMPLOYEE'S ID NUMBER**