

The signed Direct Deposit form and necessary documentation needs to be sent to Payroll Services via:

Email at Payroll.Services@fredonia.edu

The form should include:

Name of the employee

Name of the bank

Bank routing number*

Bank account number*

Checking Account or Savings Account indicated

*A voided check (or photocopy) should be included with your form so we can accurately capture these numbers. A clear picture of your voided check could also be used.

*If you do not have checks, you may take a screenshot of your account number and routing number from your bank's mobile app.

If you are unable to obtain a voided check or screenshot from your mobile app., you can contact your bank and have them send a letter/email that contains all of the above information.