



435 Glenwood Rd.  
Binghamton, NY  
13905

# ACH/Direct Deposit Enrollment Form

for Reimbursements ONLY (NOT payroll)

Broome-Tioga BOCES will send payments to you electronically as per information provided via this form. This pertains to reimbursement payments ONLY (mileage, conference/workshop expenses, course reimbursements).

Employee Name:

Employee Address:

Select **one** option:

Use **same** bank account as payroll direct deposit  
(if paycheck is to more than one account, the account where majority of paycheck is deposited will be used)

Use bank account **other than** payroll direct deposit  
(Complete Bank Name/Address, Routing, Account info below)

Name of Bank:

Address:

Routing Number:

Account Number:

Select **one** :           Checking Account

                                  Savings Account

I hereby request that BOCES deposit such funds as I request to the above bank/credit union.

I agree to hold BOCES, its employees and agents harmless from any financial loss which may result from acts or omissions of the BOCES, its employees or agents including negligence.

Please return completed form to: [ipecheny@btboces.org](mailto:ipecheny@btboces.org)

or

Broome Tioga BOCES  
Attention: Irina Pecheny  
435 Glenwood Rd.  
Binghamton, NY 13905

Please call 607-766-3820 if you have questions or concerns.

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Signature

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Date