

# Direct Deposit Authorization and Cancellation Form



Kaleida Health

Send to:

**INFO@KALEIDAHEALTHFCU.ORG**

**Name:** (print) \_\_\_\_\_ **Employee#:** (required) \_\_\_\_\_

By signing below, I authorize Kaleida Health to initiate direct deposit entries. If funds to which I am not entitled are deposited to my account, I authorize Kaleida Health to direct the bank to return the funds. I understand that my bank must be a member of the "Automated Clearing House (ACH)". I understand that all new accounts will go through a pre-notification process and I will be notified if there is a problem with my information. This authorization is to remain in effect until it is changed or canceled by me via a Direct Deposit Authorization Form, my employment terminates, or Kaleida Health is notified by my bank. I understand that I must allow sufficient time for processing of changes and cancellation.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bank Name:** Kaleida Health Federal Credit Union \_\_\_\_\_

**Routing # (9 digits):** 022083649 \_\_\_\_\_ **Account No:** \_\_\_\_\_

**Select One Only:**

Add New Account       Change to existing Account       Cancel Account

**Checking or Savings:**

Checking Account  
 Savings Account

**Amount to be Deposited:**

Net Pay 100%  
 Fixed/Partial Amt. \$ \_\_\_\_\_

**Note:** If an employee elects to change banks and cancel current direct deposit:

- The employee is required to notify Kaleida Health with the new account information.
- The employee is also required to cancel old account information.

Credit Union Use Only:

Shares \$ \_\_\_\_\_ Share Draft \$ \_\_\_\_\_ Holiday Club \$ \_\_\_\_\_ Vacation \$ \_\_\_\_\_ Other \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Credit Union Account # \_\_\_\_\_ Teller Initials \_\_\_\_\_

# Employee Self-Serve and Direct Deposit

## Enroll in Employee Self-Service – Online Pay Stubs & W2 Forms



- Enrollment is easy and provides you with three options: View your pay stub via the Employee Self Service website, get a password protected email attachment each time we publish a new pay stub, or both.
- You can access your information at your convenience from home by going to [www.kaleidahealth.org](http://www.kaleidahealth.org) and click on Employees > Employee Self Service. Use your network user id and password to login.
- You will be able to see your pay information as early as Wednesday afternoon before each pay day.
- No more chasing around for your paycheck or waiting for it to be delivered to your home mail box.
- Copies of pay stubs will be available indefinitely for you to print if you need a paper copy.

1. From Kaleidascope, select Lawson Portal / Employee Self Service under Kaleida Links.
2. Click **Launch Lawson Portal** to enter the application.
3. Enter your network user id and password.
4. Click on the **Employee Self Service** bookmark on the left-hand side.
5. Select **View Pay Stubs** or **View W-2 Forms** and enter your network user id and password.

## Take Advantage of the Many Benefits of Direct Deposit

- Access to your full check amount the morning of pay day
- Eliminate the chance of someone mishandling or losing your pay check
- Save a trip to the bank
- Some banks offer free checking, lower minimum balance or better interest rates when you set up direct deposit
- Allocate money to different banks or accounts
- Save more money by allocating a certain amount into your savings account
- Access your funds even if you are not scheduled to work on pay day, out sick or on vacation
- Easier automatic online bill payments because you know exactly when funds will be available

To set up a direct deposit account or accounts, complete the Direct Deposit Authorization Form on Kaleidascope.

**For payroll questions, please contact your location representative:  
PAYROLL DEPARTMENT FAX# 859-8665**

Highpointe /MFH Suburban/DeGraff/ Flint/North Buffalo/Hertel Elmwood	Booze-Moye, Alex	859-8530
BGMC/GVI/Family Planning/Foundation/ 1026 & 1028 Main/KH Record Archive Center	Krebs, Emily	859-8531
WCHOB/Larkin/VNA Home Care/ Family Pharmaceutical (FPS)/VNA Northwest PA)	Salois, Laurie	859-8535