



## INCORPORATED VILLAGE OF OCEAN BEACH

POST OFFICE BOX 457  
OCEAN BEACH, NEW YORK 11770  
TEL: (631) 583-5940  
FAX: (631) 583-7597

### DIRECT DEPOSIT FORM

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

#### **PAYROLL IS PROCESSED VIA DIRECT DEPOSIT ONLY!**

**\*\*YOU WILL NOT BE PERMITTED TO WORK UNTIL YOU PROVIDE YOUR CHECKING OR SAVINGS INFORMATION\*\***

- Please attach a blank check, or the bank provided automatic deposit generated form, from the account you wish to have your paycheck deposited in to. Please do not forget to write “VOID” on the front and back of the blank check. **Please Note:** It may take two payroll cycles to receive Direct Deposit.

To review and print your payroll statements & W2's, you will need to enroll in IPay. To start using iPay: You **MUST** enroll with a **computer** go to <https://ipay.adp.com>. You will need our passcode to register: **VILLAGEOB – Tono**, a contact number and email address.

#### **ADDRESS CHANGE?**

- Please check this box if your W4 Form reflects a change in your home/mailing address.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_