

Customer Service Representative,

I would like to initiate or change my direct deposit options with my employer, Hyde Park Central School District.

They request that I have a letter on bank letterhead either attached to my form or sent to the payroll department's attention with the following information:

Name of Account holder(s):

Account Number:

Routing Number:

Please:

- Provide this letter to me
- Fax this letter to (845) 229-4056 Attn: Jessica Monck
- Mail to: Hyde Park Central School District
PO Box 2033
Hyde Park, NY 12538

I am requesting this information be provided for my account numbered _____.

Thank you for your assistance in this matter.