



To: SUNY Broome Employees
From: Peggy Holmes, Payroll Administrative Officer
Subject: Direct Deposit Information
Date: August 26, 2024

The Payroll Office at SUNY Broome is committed to taking precautions to keep your payroll information confidential. Initial sign-up and all changes to direct deposit information require many levels of security.

We have become aware that some financial institutions have been using the College's Direct Deposit Form on their website. The College has not authorized any financial institutions to use college forms for Direct Deposit.

The financial institutions are trying to make the process of switching Direct Deposits easier for their customers. While this sounds like a great idea, the processes they are using are circumventing our security measures. One such company is ClickSWITCH (used by Visions and other banks).

The process used by ClickSWITCH requires a form to be filled out. The form will eventually be mailed to the Payroll Office. The form used by this company is one of our old forms and will not be accepted. It also uses an electronic signature, which we will also not accept. Use of this method will cause a delay in the processing of your Direct Deposit, as it will not be accepted.

To sign up for or to make changes to a direct deposit, a SUNY Broome Direct Deposit Form must be filled out. These forms are available through the MyCollege portal. They are also available in the Payroll Office as well as the Human Resources Office. We are trying to limit access to these forms to SUNY Broome Employees only. Blank Direct Deposit forms will not be sent to employees via email. The forms must be accessed by using your MyCollege credentials as this provides user authentication. **If you are currently enrolled in direct deposit, these steps only apply if you want to make changes.**

The Payroll Office highly recommends bringing your completed Direct Deposit form into the Payroll Office, located in the Science Building, Room #116. Completed Direct Deposit forms should never be emailed. The Payroll staff will ask for identification when bringing a Direct Deposit form in to our office. It is also requested that you bring some sort of bank document that shows the bank name, your name and your account number.

If Direct Deposit forms are received by any other means, the Payroll staff will contact you to verify the change. We will contact you by calling one of the phone numbers listed in Banner or the Campus Directory. Please make sure that your contact information is kept up to date.

All Direct Deposit forms require a wet signature (not electronic).

When changing your Direct Deposit information, please contact the Payroll Office directly at 607-778-5026 or stop into our office. We will guide you through the process. Please understand that we are not trying to make this process difficult. We are trying to protect you and make sure that no unauthorized changes are made to your information.

Please feel free to contact me at 607-778-5427 or holmespi@sunybroome.edu if you have any questions or concerns.