

**NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION
PAYROLL DEPARTMENT
DIRECT DEPOSIT**

IF YOU WISH TO ENROLL IN DIRECT DEPOSIT, YOU HAVE THE OPTION OF DEPOSITING YOUR ENTIRE NET PAY INTO ONE ACCOUNT OR YOU MAY ELECT TO SPLIT YOUR DEPOSIT BY PUTTING AN **EVEN DOLLAR AMOUNT** INTO ONE ACCOUNT AND THE **REMAINING BALANCE** INTO A SECOND ACCOUNT.

PLEASE RETURN THE COMPLETED FORM TO THE BOARD OFFICE - PAYROLL DEPARTMENT.

AUTHORIZATION FOR DIRECT DEPOSIT

EMPLOYEE NAME: _____

ACCOUNT #1 SAVINGS OR CHECKING (CIRCLE ONE)

BANK NAME: _____

BANK ROUTING #: _____

ACCOUNT #: _____

EVEN DOLLAR AMOUNT \$ _____ (ONLY IF SPLITTING ACCOUNTS)

ACCOUNT #2 SAVINGS OR CHECKING (CIRCLE ONE)

BANK NAME: _____

BANK ROUTING #: _____

ACCOUNT #: _____

I HEREBY AUTHORIZE THE NORTH BRUNSWICK TOWNSHIP BOARD OF EDUCATION TO DEPOSIT THE NET AMOUNT OF MY PAYROLL EARNINGS INTO THE BANK(S) AND TYPE(S) OF ACCOUNT(S) LISTED ABOVE. I UNDERSTAND THAT THIS AUTHORIZATION IS FOR THE DURATION OF MY EMPLOYMENT UNLESS WRITTEN NOTIFICATION IS PROVIDED TO THE PAYROLL DEPARTMENT.

I HAVE PROVIDED A **VOIDED CHECK OR OTHER DOCUMENT** TO THE PAYROLL DEPARTMENT WITH **VERIFICATION** OF MY BANK ROUTING AND ACCOUNT NUMBERS. (PLEASE STAPLE TO THIS FORM.)

SIGNATURE: _____ DATE: _____

PLEASE BE ADVISED IT TAKES AT LEAST TWO (2) PAY PERIODS FOR PRE-NOTIFICATION OF BANK ROUTING AND ACCOUNT NUMBER VERIFICATION.

YOU **MUST** NOTIFY THE PAYROLL DEPARTMENT **IMMEDIATELY** REGARDING ANY CHANGE TO YOUR DIRECT DEPOSIT INFORMATION.

PLEASE CALL THE PAYROLL DEPARTMENT WITH ANY QUESTIONS - 732-289-3020.